RCCC History
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ROANOKE CHOWAN TECHNICAL INSTITUTE

LEARNING RESOURCES CENTER
ROANOKE-CHOWAN COMMUNITY COLLEGE
ROUTE 2, BOX 46-A
AHOSKIE, N. C. 27910

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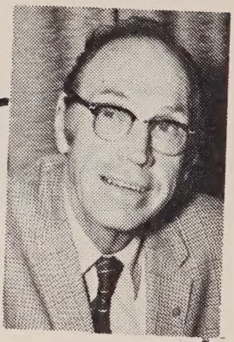
ROANOKE-CHOWAN TECHNICAL INSTITUTE

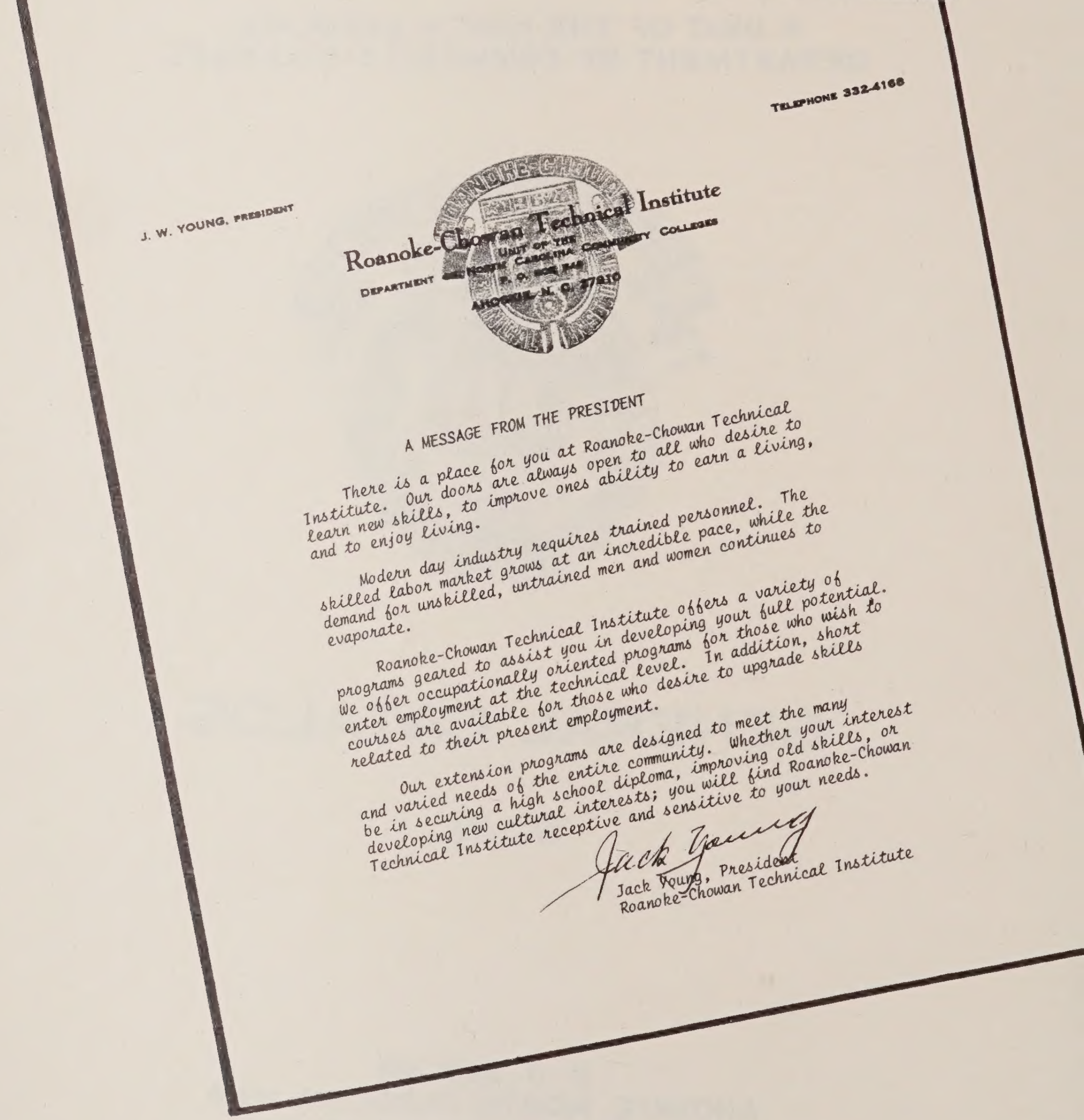
A UNIT OF THE NORTH CAROLINA
DEPARTMENT OF COMMUNITY COLLEGES

GENERAL CATALOG

1972-74

P. O. BOX 548
AHOSKIE, NORTH CAROLINA 27910
TELEPHONE: 332-4168, 332-4169





TELEPHONE 332-4168

J. W. YOUNG, PRESIDENT

Roanoke-Chowan Technical Institute
Unit of the
Department of North Carolina Community Colleges
P. O. Box 46
Ahoskie, N. C. 27910

A MESSAGE FROM THE PRESIDENT

There is a place for you at Roanoke-Chowan Technical Institute. Our doors are always open to all who desire to learn new skills, to improve ones ability to earn a living, and to enjoy living.

Modern day industry requires trained personnel. The skilled labor market grows at an incredible pace, while the demand for unskilled, untrained men and women continues to evaporate.

Roanoke-Chowan Technical Institute offers a variety of programs geared to assist you in developing your full potential. We offer occupationally oriented programs for those who wish to enter employment at the technical level. In addition, short courses are available for those who desire to upgrade skills related to their present employment.

Our extension programs are designed to meet the many and varied needs of the entire community. Whether your interest be in securing a high school diploma, improving old skills, or developing new cultural interests; you will find Roanoke-Chowan Technical Institute receptive and sensitive to your needs.

Jack Young

Jack Young, President
Roanoke-Chowan Technical Institute

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SCHOOL CALENDAR 1972-73

FALL QUARTER

All instructors present for workshops	August 23
Registration	September 5
Student orientation	September 6
First day of classes	September 7
Last day for late registration	September 14
Last day to withdraw from course without failure	September 21
Mid-quarter reports due	October 17
Last day of classes for quarter	November 22
Thanksgiving holidays	November 23-24

Total Number of Teaching Days — 55

WINTER QUARTER

Registration of classes	November 27
First day of classes for quarter	November 28
Last day for late registration	December 4
Last day to withdraw from course without failure	December 11
Last day before Christmas holidays	December 15
Begin classes after Christmas holidays	January 2
Mid-quarter reports due	January 18
Last day of classes for quarter	February 27

Total Number of Teaching Days — 55

SPRING QUARTER

Registration	March 7
First day of classes	March 8
Last day for late registration	March 15
Last day to withdraw from course without failure	March 22
End classes before Easter holidays	April 19
Begin classes after Easter	April 24
Mid-quarter reports due	May 16
Last day of class in spring quarter	May 25
All quarter reports due	May 28
Spring graduation	May 27

Total Number of Teaching Days — 55

SUMMER QUARTER

Registration	June 4
First day of classes	June 5
Last day for late registration	June 12
Last day to withdraw from course without failure	June 19
Holiday — Independence Day	July 4
Mid-quarter reports due	July 13
Last day of classes in summer quarter	August 21
All quarter reports due	August 23
Graduation for 4-quarter classes	August 26

Total Number of Teaching Days — 55.

SCHOOL CALENDAR 1973-74

FALL QUARTER

All instructors present for workshops	August 22
Registration	September 4
Student Orientation	September 5
First day of classes	September 6
Last day for late registration	September 13
Last day to withdraw from course without failure	September 20
Mid-quarter reports due	October 15
Last day of classes for quarter	November 21
Thanksgiving holidays	November 22-23

Total Number of Teaching Days — 55

WINTER QUARTER

Registration of classes	November 26
First day of classes for quarter	November 27
Last day for late registration	December 4
Last day to withdraw from course without failure	December 11
Last day before Christmas holidays	December 14
Begin classes after Christmas holidays	January 2
Mid-quarter reports due	January 21
End of winter quarter	February 27
All quarter reports due	March 1

Total Number of Teaching Days — 55

SPRING QUARTER

Registration	March 8
First day of classes	March 11
Last day for late registration	March 15
Last day to withdraw from course without failure	March 25
End classes before Easter holidays	April 11
Begin classes after Easter holidays	April 16
Mid-quarter reports due	April 17
Last day of class in spring quarter	May 24
All quarter reports due	May 27
Graduation for all two-year students	May 26

Total Number of Teaching Days — 55

SUMMER QUARTER

Registration	June 7
First day of classes	June 10
Last day for late registration	June 17
Last day to withdraw from course without failure	June 24
Holiday — Independence Day	July 4
Mid-quarter reports due	July 17
Last day of classes in summer quarter	August 23
All quarter reports due	August 26
Graduation for 4-quarter classes	August 25

Total Number of Teaching Days — 55

BOARD OF TRUSTEES

R. H. Jernigan, Jr., Chairman
George Gibbs, Vice-Chairman

Appointment by Commissioners of Hertford County

	Expiration of Term
Hunter Sharp, Jr.	June 30, 1979
C. Harold Moore	June 30, 1977
H. C. Freeland	June 30, 1975
Charles Revelle, Jr.	June 30, 1973

Appointment by The Hertford County Board of Education

Senator J. J. Harrington	June 30, 1979
J. L. Faulcon	June 30, 1977
George Gibbs	June 30, 1975
Shirley S. Pierce	June 30, 1973

Appointment by the Governor

R. H. Jernigan, Jr.	June 30, 1979
W. Hayes Godwin	June 30, 1977
Reverend A. M. Williams	June 30, 1975
Mrs. Julian W. Porter	June 30, 1973

The Board of Trustees functions pursuant to the Statutes of North Carolina and the United States, and administrative policies and regulations adopted by the State Board of Education and the Department of Community Colleges.

Roanoke-Chowan Technical Institute
Is An Equal Opportunity Employer.

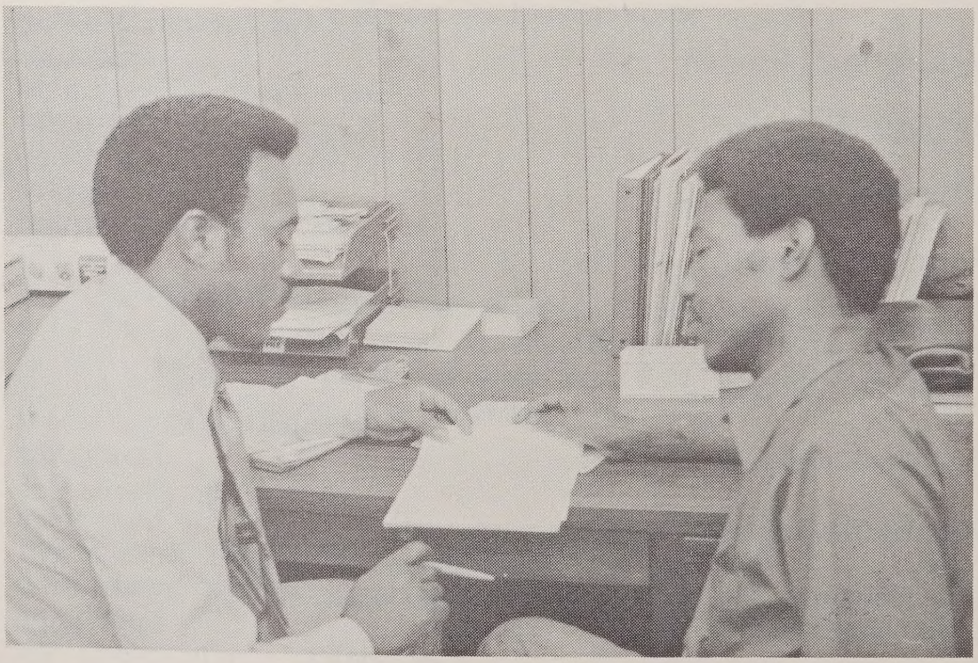
ADMINISTRATIVE PERSONNEL

J. W. Young	President
S. Dillon Hedspeth	Director of Student Affairs
James W. Sawyer	Director of Instruction
William H. Harrell	Director of Adult Education
Julian P. Freeman	Director of Extension
Robert E. Sessoms	Student Counseling and Placement
Don G. Daniels	Business Manager
David Joyner	Registrar, Financial Aid Officer
Mrs. Anne H. Tucker	Acting Registrar
Mrs. Elizabeth S. Bowser	Librarian
Mrs. Frances C. Baker	Bookkeeper
Mrs. Virginia S. Jones	Director of Learning Resources Center
Mrs. Shirley B. Smith	Assistant Learning Lab Coordinator
Mrs. Linda B. Jenkins	Assistant Learning Lab Coordinator
Mrs. Betty Jenkins	Clerk — Bookstore Manager
Mrs. Carol H. Godwin	Secretary
Mrs. Jean F. Parker	Secretary
Miss Symera C. Gatling	Secretary
Miss Mary Blowe	Clerk
Miss Gloria Winborne	Clerk
Horace C. Edwards	Maintenance Technician
Lee Jordan	General Maintenance
Mrs. Armetha Barnes	General Maintenance

FACULTY

Joseph R. Barrett	Instructor Auto Mechanics Department
John H. Bowen	Instructor Mechanical Drafting
Mrs. Ruth B. Branch	Instructor Cosmetology Department
Kenneth R. Bryant	Instructor Food Preparation
Miss Patsy A. Cherry	Instructor Business Department
Francis L. Cordrey	Instructor Welding Department
Thomas C. Culbreth	MDTA
Janice B. Eley	MDTA
Charles W. Freeman	Instructor Business Department
O. Chris Freeman	Instructor Auto Mechanics
Mrs. Bettie B. Hall	Instructor Business Department
S. D. Hedspeth Jr.	Electrical Installation
J. Tom Hedspeth	Instructor Electronics — Instrumentation

Mrs. Loretta S. Holloman	Instructor Cosmetology Department
Robert Horton	Instructor Businss Dept.
Fred Kistler	Industructor Electronics
Harry Keene	Auto Mechanics Department
Mrs. Diane Kimbrough	MDTA
Glynn C. McFadden	Instructor Architectural Drafting Department
Mrs. Peggy A. Mann	Instructor Practical Nurse Education
Robert J. Maxbauer, Jr.	Instructor Electronics Servicing
Mrs. Carolyn B. Mitchell	Instructor English Department (Part-time)
Harold E. Mitchell	Instructor Related Subjects
Mrs. Dorothy M. Powell	Instructor English Department
Chester W. Rogerson	Instructor Light Construction
Mrs. Carolyn F. Soomsawasdi	Instructor Practical Nurse Education
Miss Carolyn E. Tyson	Instructor Business Department
William H. Vickers	Instrument Technology
James E. Weibley	Electronic Servicing
Dederick L. White	Carpentry — Cabinetmaking



GENERAL INFORMATION

HISTORY

Beginning in 1960, Mr. R. P. Martin, Superintendent of Hertford County Schools, and the Hertford County School Board began work on this institution. In 1963 and 1965 requests were made to the State Board of Education and the General Assembly for appropriation necessary to establish an institution in this area. In 1967, under the capable leadership of our Representative, Roberts H. Jernigan, with the very strong support of our Senator, J. J. (Monk) Harrington, and Representative Emmett Burden, the General Assembly appropriated the necessary funds to establish an extension unit of the Department of Community Colleges in Hertford County. The name of this unit is to be the ROANOKE-CHOWAN TECHNICAL INSTITUTE.

The Hertford County Board of Education signed an agreement with the State Board of Education which in effect was a charter for this institution. A Board of Trustees was appointed by the Hertford County Board of Education and the Board of Commissioners. This institution was established to serve the people of the Roanoke-Chowan area including the counties of Bertie, Gates, Hertford, and Northampton.

On August 22, 1967, J. W. (Jack) Young, former teacher and principal in the Hertford County School system, was elected president of the Roanoke-Chowan Technical Institute.

The Roanoke-Chowan Technical Institute has "a first" to its credit in that it is the first unit in the State set up by direct contract with the State Board of Education, which enables it to operate directly under the control of the Department of Community Colleges and the State Board of Education. Other such units in the past began under a parent institution. This was made possible by Senate Bill 429 and House Bill 951, enacted into law by the 1967 General Assembly.

PHILOSOPHY AND PURPOSE

Roanoke-Chowan Technical Institute, a division of State's Community College System, believes in the philosophy of total education and the ''open door'' as adopted by the Community College system. In addition, we at Roanoke-Chowan are committed to the idea that we teach individual human beings and must treat each one in a manner best suited to insure individual achievement. It is our purpose to train an individual to make a living in a suitable trade or occupation, to improve his educational level, or upgrade his present salable skills, and to teach him how to live as a useful and responsible citizen.

Our philosophy may be translated into action by the following specific objectives:

1. To provide a program of individualized instruction, which takes a student where he is and allows him to progress to his full potential at his own rate.

2. To provide expanded educational opportunities for young people and adults who wish to continue their education.

3. To provide relatively inexpensive nearby educational opportunities for high school graduates, dropouts, and adults.

4. To provide technician programs, preparing students for jobs of this level in industry, agriculture, business, and service occupations.

5. To provide programs of less than technician level, preparing students for jobs requiring different levels of ability and skills.

6. To provide programs of vocational education for employed adults who need training or re-training, or who can otherwise profit from the program.

7. To provide short courses that will meet the general adult and community service needs of the people of the community.

PROGRAMS OF STUDY

Roanoke-Chowan Technical Institute offers the following programs of study:

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS

- Architectural Drafting Technology
- Business Administration
- Executive Secretarial
- General Office Technology
- Instrumentation Technology
- Teacher Aide

DIPLOMA

- Auto Mechanics
- Cosmetology
- Electronic Servicing
- Industrial Maintenance Mechanic
- Light Construction
- Practical Nurse Education
- Welding

CERTIFICATE

- Nurse Assistant
- Welding (One Quarter)

ADULT EDUCATION AND EXTENSION PROGRAMS

- Adult Basic Education (Grades 1-12)
- Learning Laboratory
- Developmental Studies
- Cultural, Creative, and General Interest Courses
- Training Services to Business and Industry
- Supervisory Development Training
- Fire Service Training
- New Industry Training

ADMISSION PROCEDURES

1. Request an application blank be sent to you for completion, or if you prefer, telephone for an appointment with the Admissions Office for a discussion about the courses available.

2. Return the application, fully filled out, with the vocation you wish to pursue clearly marked.

3. You will receive by return mail an appointment date for a visit to the campus, and at that time, a placement test date will be given to you. This is **not** an acceptance test; it is another way of better understanding the student's potential. We maintain an OPEN DOOR POLICY, and can offer training to anyone.

4. When you come in for your Placement Test you will be given a medical to be filled out and returned to the school. This can be completed by your parent or guardian. Also, a transcript blank will be given you to be sent to the last school you attended. This will be returned by the school to the Roanoke-Chowan Technical Institute.

5. If you are not a high school graduate, you can enter most of our programs, however, we have the facilities for you to complete your high school, at no charge, and you are encouraged to do so.

6. Roanoke-Chowan Technical Institute is free to take any student, 18 or over, or one who has completed the above requirements. When a person under 18 desires admission, special arrangements can be made. Special remedial and developmental courses are suggested as prerequisites for certain students who indicate this need.

FINANCIAL INFORMATION

Roanoke-Chowan Technical Institute operates on the quarter system. Each quarter is eleven weeks in length. Students pursuing a program of study are required to register and pay all fees at the beginning of each quarter. Every effort is made to keep the student's expense at a minimum. Tuition cost is set by the State Board of Education and is subject to change.

TUITION

Tuition for full-time students in Technical or Vocational Programs is $32.00 per quarter. Students taking less than 13 quarter hours credit pay $2.50 per quarter hour credit.

Tuition for students whose legal residency is out of the state of North Carolina will be $137.50 per quarter or for part-time students $11.45 per quarter hour credit.

STUDENT ACTIVITY FEE

The Student Activity Fee for each full-time student is $5.00 per quarter. This fee is paid each quarter at the beginning of the quarter. Part-time curriculum students pay this fee on a pro rata basis equal to the load they are carrying.

INSURANCE

Student insurance is available at the cost of $3.00 per year. This coverage is for students while at the school and in route to and from school.

ACCIDENTS AND REPORTS

Any student injured at school, or in traveling directly to or from school, must immediately report the accident to the Registrar's office. At such time, the student should request an insurance form if he-she has purchased the scholastic insurance. The institute will not approve payment by the insurance company unless the accident has been reported.

REFUND POLICY

Tuition refunds may be authorized only in the event that the student must withdraw for unavoidable reasons. Withdrawal requests must be presented to the Director of Student Personnel office before the student withdraws from classes.

Tuition refunds will not be made for tuition of $5.00 or less. Refunds will not be made to students enrolled in short term, non-credit classes. Full refund will be made should the Institute cancel a class. If a student voluntarily withdraws from a particular class while remaining enrolled in school, he will receive no refund from the course dropped.

REFUND POLICY FOR VETERANS AND WAR ORPHANS

The following refund policy will be applicable to persons enrolled under provisions of Title 38, U.S. Code, as amended:

The institution has and maintains the following policy for the refund of the unused portion of tuition, fees, and other charges in the event the person fails to enter the course or withdraws or is discontinued therefrom at any time prior to completion:

The amount charged to the persons for tuition, fees, and other charges for a portion of the course will not exceed the approximate pro rata protion of the tuition, fees, and other charges that the length of the completed portion of the course bears to its total length.

FINANCIAL AID

Roanoke-Chowan Technical Institute makes every effort to encourage students with seriousness of purpose to further their education. Financial assistance will be available to full-time students in the form of scholarships, loans, and part-time employment. Information may be received from the Office of Admissions. The following areas of financial aid are available.

I. COLLEGE WORK-STUDY PROGRAM

Students, particularly those from low-income families, who need a job to help pay for school expenses are potentially eligible for employment by Roanoke-Chowan Technical Institute under federal and state supported Work-Study Programs.

Students may work up to 15 hours per week or 60 hours per month attending classes full-time. During the summer or other vacation periods when they do not have classes, students may work full-time (40 hours per week) under this program. The pay rate is $1.60 an hour.

To work under this program, a student must be enrolled and be in good standing, or be accepted for enrollment as a full-time student. The student's eligibility depends upon his need for employment to defray school expenses, with preference given to applicants from low-income families.

II. EDUCATIONAL OPPORTUNITY GRANTS

The purpose of the program is to provide Educational Opportunity Grants (EOG) to students of exceptional financial need, who for lack of financial means of their own or of their families, would be unable to enter or remain in institutions of higher education without such assistance. Grants are made available to eligible students through institutions participating in the program in amounts of $200.00 to $800.00.

Criteria for Institutional Eligibility — one who

1. is a citizen of the United States, or is in the United States for other than a temporary purpose and intends to become a permanent resident thereof;

2. has been accepted for enrollment as a full-time undergraduate student, or is in good standing and in full-time attendance as an undergraduate student;

3. shows evidence of academic or creative promise and capability of maintaining good standing in his course of study;

4. is of exceptional financial need;

5. would not be financially able to attend the institution without an **EOG.**

III. NATIONAL DEFENSE STUDENT LOAN

High school graduates who have been accepted for enrollment by Roanoke-Chowan Tech and who need financial help for educational expenses are eligible for student loans.

A student may borrow up to $1,000 each academic year. The repayment period and the interest do not begin until 9 months after the student ends his studies. The loans bear interest at the rate of 3 per cent per year, and repayment of the principal may be extended over a 10-year period, except that the institution may require a repayment of no less than $15 per month.

R-C Tech approves and makes the loans and is responsible for collections. Repayments may be deferred up to a total of 3 years while a borrower is serving in the Armed Forces, with the Peace Corps, or as a Volunteer in Service to America (VISTA). Repayment is deferred for as long as a borrower is enrolled at an institution of higher education and is carrying at least a half-time work load.

IV. N. C. INSURED STUDENT LOAN PROGRAM

Legal residents of North Carolina enrolled full-time may borrow up to $750 per semester or $500 per quarter for a total of $1,500 per academic year for an aggregate of $7,500 through College Foundation, Inc. Loans are insured by the State Education Assistance Authority and under certain conditions, the U.S. Office of Education pays the 7 per cent interest during the in-school and grace periods. Apply through the institution's financial aid office.

JAMES E. AND MARY Z. BRYAN FOUNDATION STUDENT LOAN PLAN

Legal residents of North Carolina enrolled full-time in undergraduate programs may borrow up to $750 per semester or $500 per quarter for a total of $1,500 per school year for an aggregate of $6,000 through College Foundation, Inc. The interest rate is 1 per cent during the in-school and grace periods and 6 percent during the repayment period. Apply through the institution's financial aid office.

V. VETERANS' ADMINISTRATION

On March 3, 1966, the President approved a law passed by Congress to provide educational assistance for veterans who served on active duty with the armed forces after January 31, 1955. This law, The Veterans' Readjustment Benefits Act of 1966, can help you obtain education or training to fit yourself for a chosen career or better employment. If you qualify, payments may be made for periods on and after June 1, 1966. All programs offered by Roanoke-Chowan Tech are approved by the Veterans' Administration.

ASSISTANCE PAYMENTS

	Number of Dependents and Monthly Rates			
Student Status	None	One	Two	Each Add.
Full-time	$175	$205	$230	$13
3/4	128	152	177	10
1/2	81	100	114	7

Benefits are available for both children of deceased or disabled veterans and wives or widows of deceased or disabled veterans.

VI. MANPOWER DEVELOPMENT TRAINING ACT

MDTA accepts students that qualify under local Employment Security Commission regulations. MDTA pays to Roanoke-Chowan Technical Institute those charges actually incurred by the student including tuition, books, supplies, fees, and other charges which are required of all other students in the program. These charges are reimbursed quarterly upon receipt of a regular MDTA reimbursement request from the institution.

VII. SOCIAL SECURITY

The Social Security law provides monthly benefits to children when a parent on whom they were dependent dies or starts receiving social security, retirement, or disability benefits. The payments can be made until age 22, provided the child is a full-time student in an educational institution.

VIII. VOCATIONAL AND TECHNICAL EDUCATION STUDENT LOAN FUND

The purpose of the Fund is to provide for financial assistance to those students, enrolled full-time, in vocational and technical educational programs in North Carolina Technical Institutes for Community Colleges. Each candidate for a loan must

1. be a resident of North Carolina, and is, or expects to be a full-time student of the approved institution;
2. declare that he is in need of financial aid to continue his studies as evidenced by information on furnished forms;
3. apply on forms provided by the State Department of Community Colleges at the appropriate time;
4. be approved by the Institution Student Loan Committee;
5. use the proceeds of the loan only for the payment of tuition.

All student loans shall be evidenced by said notes, approved and payable to the institution granting the loan, which shall bear interest at the rate of 3½ per cent per annum. Repayment of such principal together with accrued interest thereon, shall be made over a maximum five-year repayment period, commencing one year after the maker of the note ceases to be a full-time student in an institution.

IX. VOCATIONAL REHABILITATION

This service is provided by North Carolina with federal aid, to assist handicapped persons obtain necessary training to become gainfully employed. Individuals with tuberculosis, arthritis, deformities, amputations, heart disease, mental retardation, deafness, emotional illness, paralysis, blindness, and many other handicaps can be served. Vocational rehabilitation provides for all educational expenses (tuition, fees, books) for the individual during their training.

X. COLLEGE WORK-STUDY — STATE

This program is identical to the federal college work-study explained on page 15, except the number of hours allowed to work per month is 45 in comparison to 60 under the federal program.

LOCAL SCHOLARSHIPS

FARMERS CHEMICAL ASSOCIATION SCHOLARSHIP

Farmers Chemical Association made available funds to be used for tuition, books and fees for students that show financial need and educational promise.

DAVID B. HENDRIX SCHOLARSHIP

This is a scholarship established by the Stylistics Civic Club in memory of a deceased member of the staff and faculty at Roanoke-Chowan Technical Institute. The scholarship will be awarded each year to an incoming freshman paying all tuition, books and fees until graduation.

TOBACCO INVITATIONAL SCHOLARSHIP

This scholarship was established by friends of the late David B. Hendrix, staff member and coach at Roanoke-Chowan Technical Institute. The Tobacco Invitational Basketball Tournament will be played each year during the Christmas holidays with profits from the tournament determining the amount of scholarship funds available.

STUDENT PERSONNEL SERVICES

GUIDANCE AND COUNSELING

Guidance and Counseling services are an essential part of the Roanoke-Chowan Technical Institute program. These services are performed by trained personnel and are available to all students from pre-admission through graduation. Students are welcome in the counselor's office at any time a problem arises which might affect their progress in school. There is no charge for these services.

TESTING

Various tests are used in the course of the counseling process as the need arises. In addition, certain aptitude and achievement tests are given to students. These tests serve as both entrance procedures and as counseling tools for placement in particular curricula.

STUDENT ORIENTATION

All new students participate in an orientation program designed to acquaint them with Roanoke-Chowan Technical Institute's administrative offices, faculty, and others they will need to know. Rules, policies, and privileges are discussed and distributed during the orientation period at the beginning of each year.

PLACEMENT

Roanoke-Chowan Technical Institute does not guarantee job placement to graduates, but the school will assist in placing graduates in jobs whenever possible. Contact is maintained with business and industrial firms in the area in order to locate employment opportunities for graduates of programs offered at the institute. Students desiring assistance with placement must notify the Office of Student Personnel at the beginning of their last quarter in school. Our placement officer has had very good success with job placement.

STUDENT RIGHTS AND RESPONSIBILITIES

Academic Freedom

The rights of students as citizens are acknowledged and reaffirmed. Student rights include the privilege of education — the freedom to hear, to study, to write, and to exercise the rights of citizenship.

Student Conduct

Roanoke-Chowan Technical Institute expects all students to conduct themselves with honor and to maintain high standards of responsible citizenship. The campus and institute facilities are not places of refuge or sanctuary. Students, as all citizens, are subject to civil authority on as well as off the campus.

The institute has the right to revoke all scholarships and grants of funds for the assistance of students who are convicted, enter a plea of guilty or nolo contendere to a charge of riot, incite a riot, trespass, or seize the buildings or facilities on the campus.

STATE LAW PROHIBITS THE USE OF ALCOHOLIC BEVERAGES ON PUBLIC PROPERTY.

1. Each student is held responsible for information published through notices and announcements placed on bulletin boards.

2. Students who negligently lose, damage, destroy, sell, or otherwise dispose of school property placed in their possession or entrusted to them will be charged for the full extent of the damage or loss and are subject to disciplinary action.

3. Under no condition will alcoholic beverages or narcotics be permitted in or on the school property. No one under the in-

fluence of alcohol or narcotics will be allowed on school premises. Any violation of this regulation will result in expulsion from the institute on the first offense.

4. Students who engage in such acts as stealing, gambling, profane language, personal combat, or possession of firearms and dangerous weapons are liable to disciplinary action.

5. Smoking is prohibited in all classrooms, laboratories, and shops at all times.

6. Students are expected to make use of the disposal containers in the halls, shops, and classrooms when discarding materials.

7. Students will be expected to dress in an appropriate manner at all times. Dress and grooming which would be unacceptable to employers is unacceptable to this institution.

8. Due to the number of danger areas in the institute, students are asked not to bring children to class with them.

9. Students must remember that when entering and leaving the school parking area they must always proceed with caution.

10. Drinking of soft drinks, milkshakes, and coffe, as well as eating of food, is allowed only in designated areas. Drinks and food should be kept within the limits of the student lounge or out-of-doors. Cups should not be carried to the classroom at any time.

Student Discipline

The president and other administrative officials are authorized to dismiss, suspend, or expel immediately any student who impairs, impedes, or disrupts the legal mission, processes, or functions of the institute. Students counseling, encouraging, instigating, or inciting others to impair, impede, or disrupt the educational and other lawful operations of the institute also shall be subject to immediate suspension, dismissal, or expulsion.

Student Appeal

When a student of the institute is dismissed, suspended, or expelled, the student is entitled to procedural due process. Upon written notice of appeal by the student, a written copy of charges shall be delivered to the student and he shall have the right to confrontation, the right of cross-examination of witnesses, the right to present evidence, and the right to be represented by counsel of his choice.

The board of original jurisdiction before which the appeal shall be heard will be the Faculty Executive Committee plus three students appointed by the President of the Student Government Association. An appeal hearing must be scheduled within five days of the written request for such appeal if the student requests a hearing. The decision of the hearing committee should be final, subject only to the student's right of appeal to the president of the institute or ultimately to the governing board of the institute.

GENERAL INFORMATION AND REGULATIONS

Each student at Roanoke-Chowan Technical Institute is expected to achieve and maintain a level of accomplishment which will enable him to make satisfactory progress toward a degree or diploma. Should a student's performance indicate that satisfactory progress is not being made, he may be suspended or dropped from the program at any time.

WITHDRAWAL

Students desiring to withdraw from the institute or from a particular course for any reason must contact the Office of Student Personnel to obtain the proper forms and procedures for official withdrawal. This must be accomplished within three class days of the last date of class attendance.

ACCREDITATION

The Roanoke-Chowan Technical Institute operates as a unit of the Department of Community Colleges of North Carolina and is accredited by the North Carolina State Board of Education. The institute is on a corresponding basis with the Southern Association of Colleges and Universities.

ADMINISTRATIVE OFFICE HOURS

The offices are normally open Monday through Friday from 8:00 a.m. to 5 p.m. Special appointments may be made at hours other than those listed upon request. In addition, a night supervisor is on duty Monday through Thursday until 10:00 p.m.

CHANGES IN REGULATIONS

The institute reserves the right to make changes in the regulations, courses, fees, and other matters of policy as it deems necessary.

ATTENDANCE POLICY

1. The student will be allowed six (6) absences per class per quarter. (excused or unexcused)

2. When a student has been absent three times a conference will be held with the student. This conference will involve the student, the counselor and instructor(s). The purpose of this conference is to discuss the seriousness of missing scheduled classes. A sincere effort will be made to resolve the difficulties causing the absences. The instructor will arrange for the conference as soon as possible.

3. When a student has been absent from a class, or classes, six times, a second conference will be held. This conference will involve the Attendance Committee. The purpose of this conference will be to advise the student of the amount of work missed and the amount of work needed to be made up. If the amount of work appears unreasonable from the standpoint of the student, instructor(s), and other members of the committee, the Attendance Committee will have the authority to drop the student from the class. It is understood that the student can register for the course, or courses, when they are offered by the institute in another quarter. If the committee decides to permit the student to continue in the course(s), he should be advised of the amount of work necessary over and above regular class time to enable him to progress satisfactorily. A special tutorial schedule should be worked out for the student. The instructor(s) do not necessarily have to participate in the tutorial work; however, they should be involved in coordinating assignments and materials for the student. The student should be informed that no refund will be made.

4. It shall be the intent of the Attendance Committee to give the student every opportunity to succeed at R-C TI. The Attendance Committee shall be cognizant of student's rights, instructor's rights, and the Institute's rights.

5. The Attendance Committee will be made up of a chairman, two students, two instructors, two staff members and one member at large (or more, to include instructor(s) involved).

6. The decision of the Attendance Committee will be subject to review by the President.

GRADUATION REQUIREMENTS

Roanoke-Chowan Technical Institute confers the Associate in Applied Science Degree upon students who satisfactorily complete a two-year technical education program. The Diploma is awarded to students who satisfactorily complete two years or less in a vocational program. Certificates may be awarded upon completion of selected programs of less than one year in length or whose content falls short of the full curriculum.

GRADING

Grades are to be issued at the end of each quarter or at the time a student has completed the stated requirements of a course. The grades to be issued consist of a P or an I, based on the "mastery" system of performance objectives.

A "P" indicates that the student has completed all the required objectives of the course at an 85 per cent level of performance, or better. An "I" indicates that the student has not completed all the requirements of the course. A student who has received an "I" must complete the requirements for a "P" by the end of the following quarter or the "I" will be changed to an "F" and the student will have to repeat the entire course.

It is the responsibility of the instructor to keep the student aware of his academic status and to refer students to the Director of Student Personnel, if additional help is needed.

Credit for graduation will be given only for courses completed with a grade of "P."

STUDENT ACTIVITIES

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association is designed to promote the general welfare of the college in a democratic fashion and to facilitate communication between the student body, the faculty, and the administration. The student council provides a means through which students can promote interest in student activities both on and off campus.

INTRAMURAL SPORTS

The purpose of this program is to provide all students at Roanoke-Chowan Technical Institute an opportunity for wholesome recreation through participation in a variety of selected and properly supervised activities.

INTERCOLLEGIATE ATHLETICS

Roanoke-Chowan Tech is now participating in the Eastern Carolina Community College Basketball Conference.

FOOD SERVICE

A short order food service is available on campus in the student lounge. Hamburgers, Hot Dogs, French Fries, etc., are prepared daily during lunch hours. Drinks, candy, chips, etc., are also available in the lounge.

BOOKSTORE

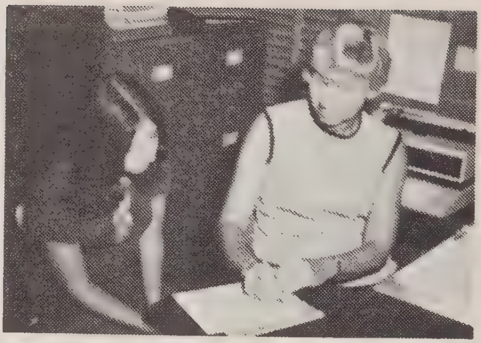
The Bookstore will be open from 8 till 5 p.m. the first week of the quarter. After the first week, bookstore hours will be posted. Jackets, sweat shirts, tee shirts and many other supplies are available in addition to all required textbooks.

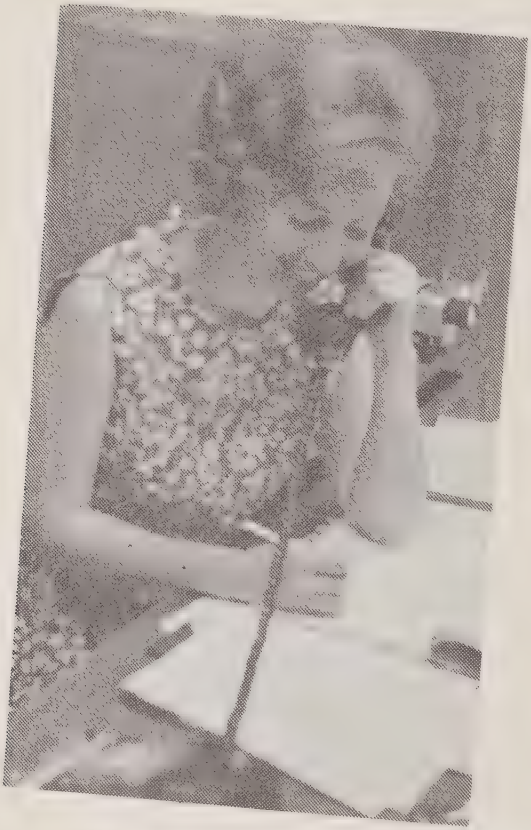
PARKING

There are two student parking lots which are shown on the campus map in the back of the handbook. It is necessary that all student vehicles be parked in these two parking lots to avoid unnecessary congestion on campus.

IDENTIFICATION CARDS

Student identification cards are issued on Registration day after the student is officially registered.





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R.C.T.I.

THE
TECHNICAL
DIVISION

THE TECHNICAL DIVISION

Technical Education has recently assumed new importance in North Carolina and throughout the United States. Acute shortages of trained manpower have developed in many areas despite a surplus of persons who seemingly possess ability and interest in preparing themselves for technical occupations if appropriate opportunities were available.

Broadly defined, technical occupations are those which usually require a high degree of specialized knowledge, a broad understanding of operational procedures, and the ability to supervise the work of others. Roanoke-Chowan Technical Institute prepares students for a number of the basic positions in a particular field, and not for one specific job.

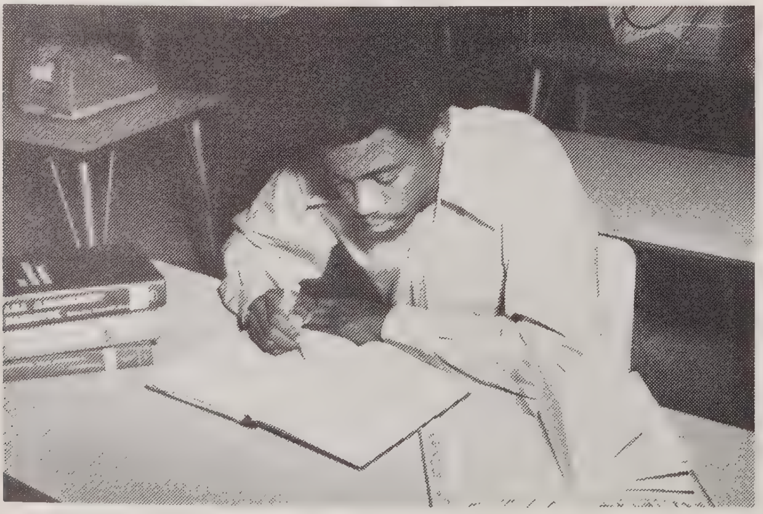
Technical programs of study are designed to prepare students to earn a living as technical personnel in business, industry, the health occupations, or as owner-operators of their own establishments. This design recognizes that general education subjects take on occupational significance in community living, and that the technical subjects provide the freedom of action resulting from occupational competency.

Technical programs are not intended for transfer to a four-year college or university. The ultimate objective is employment and further growth through occupational experience. The Associate in Applied Science Degree is conferred to those students successfully completing a technical education program.

PROGRAMS OF STUDY

The Associate in Applied Science Degree is awarded upon completion of one of the following programs:

- Business Administration
- Executive Secretarial
- General Office Technology
- Instrumentation Technology
- Architectural Drafting Technology
- Teacher Aide



BUSINESS ADMINISTRATION

In North Carolina the opportunities in business are increasing. With the increasing population and industrial development in the State, business has become more competitive and automated. Better opportunities in business will be filled by students with specialized education beyond the high school level. The Business Administration Curriculum is designed to prepare the student for employment in one of the many occupations common to business. Training is aimed at preparing the student in many phases of administrative work that might be encountered in the average business.

The specific objectives of the Business Administration Curriculum are to develop the following competencies.

1. Understanding of the principles of organization and management in business operations.
2. Understanding our economy through study and analysis of the role of production and marketing.
3. Knowledge in specific elements of accounting, finance, and business law.
4. Understanding and skill in effective communication for business.
5. Knowledge of human relations as they apply to successful business operations in a rapidly expanding economy.

The graduate of the Business Administration Curriculum may enter a variety of career opportunities from beginning sales person or office clerk to manager trainee. The duties and responsibilities of this graduate vary in different firms. These encompassments might include: making up and filing reports, tabulating and posting data in various books, sending out bills, checking calculation, adjusting complaints, operating various office machines, and assisting managers in supervising. Positions are available in business such as advertising; banking; credit; finance; retailing; wholesaling; hotel, tourist and travel industry; insurance; transportation; and communication.

BUSINESS ADMINISTRATION
Suggested Sequence of Courses by Quarter

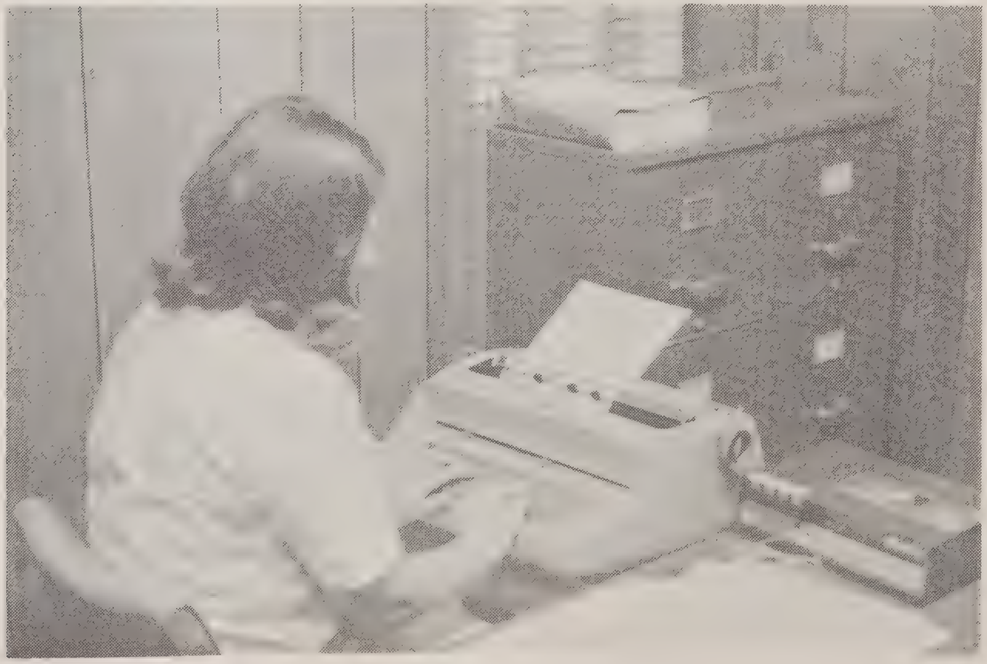
Course Title			Hours Per Week Class	Lab	Quarter Hours Credit
FIRST QUARTER					
T-ENG	101	Grammar	3	0	3
T-BUS	102	Typewriting (or Elective)	2	3	3
T-MAT	110	Business Mathematics	5	0	5
T-BUS	101	Introduction to Business	5	0	5
T-BUS	120	Accounting	5	2	6
			20	5	22
SECOND QUARTER					
T-ENG	120	Composition	3	0	3
T-BUS	121	Accounting	5	2	6
T-ECO	102	Economics	3	0	3
T-BUS	110	Office Machines	2	2	3
T-BUS	103	Typewriting	2	3	3
			15	7	18
THIRD QUARTER					
T-ENG	204	Oral Communications	3	0	3
T-BUS	232	Sales Development	3	0	3
T-BUS	123	Business Finance	3	0	3
T-BUS	121	Accounting	5	2	6
T-ECO	104	Economics	3	0	3
			17	2	18
FOURTH QUARTER					
T-ENG	103	Report Writing	3	0	3
T-BUS	124	Business Finance	3	0	3
T-EDP	104	Introduction to Data Processing Systems	3	2	4
T-BUS	239	Marketing	5	0	5
T-BUS	226S	Payroll Accounting	5	0	5
			19	2	20
FIFTH QUARTER					
T-ENG	206	Business Communication	3	0	3
T-BUS	227S	Payroll Accounting	5	0	5
T-BUS	243	Advertising	3	2	4
T-BUS	235	Business Management	3	0	3
T-BUS	115	Business Law	3	0	3
			17	2	18
SIXTH QUARTER					
T-SSC	201	Government	3	0	3
T-BUS	229	Taxes	3	2	4
T-BUS	272	Principles of Supervision	3	0	3
T-BUS	271	Office Management	3	0	3
T-PSY	106	Psychology in Business	3	0	3
T-BUS	116	Business Law	3	0	3
			18	2	19
		Total Quarter Hours			115

EXECUTIVE SECRETARIAL

The demand for better qualified secretaries in our over-expanding business world is becoming more acute. The purpose of this curriculum is to outline a training program that will provide training in the accepted procedures required by the business world and to enable persons to become proficient soon after accepting employment in the business office.

The Executive Secretary Curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the business world. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

The graduate of the Executive Secretary Curriculum should have a knowledge of business terminology, skill in dictation and accurate transcription of business letters and reports. The graduate may be employed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, or reports. The secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with meeting office callers, screening telephone calls, and being an assistant to an executive. She may enter a secretarial position in a variety of offices in business such as insurance companies, banks, marketing institutions, and financial firms.



EXECUTIVE SECRETARIAL

Suggested Sequence of Courses by Quarters

Course Title			Hours Per Week Class	Hours Per Week Lab	Quarter Hours Credit
FIRST QUARTER					
T-BUS	102	Typewriting (or Elective)	2	3	3
T-BUS	101	Introduction to Business	5	0	5
T-ENG	101	Grammar	3	0	3
T-MAT	110	Business Math	5	0	5
T-BUS	106	Shorthand (or Elective)	3	2	4
			18	5	2
SECOND QUARTER					
T-ENG	102	Composition	3	0	3
T-BUS	103	Typewriting (or Elective)	2	3	3
T-BUS	107	Shorthand	3	2	4
T-BUS	120	Accounting	5	2	6
T-BUS	110	Office Machines	2	2	3
			15	9	19
THIRD QUARTER					
T-ENG	204	Oral Communications	3	0	3
T-BUS	104	Typewriting	2	3	3
T-BUS	108	Shorthand	3	2	4
T-BUS	121	Accounting	5	2	6
T-BUS	134	Personal Development	3	0	3
			16	7	19
FOURTH QUARTER					
T-BUS	206E	Dictation and Transcription Executive	3	2	4
T-ENG	103	Report Writing	3	0	3
T-BUS	205	Advanced Typewriting	2	3	3
T-BUS	211	Office Machines	2	2	3
T-EDP	104	Introduction to Data Processing	3	2	4
			13	9	17
FIFTH QUARTER					
T-ENG	206	Business Communications	3	0	3
T-BUS	207E	Dictation and Transcription Executive	3	2	4
T-BUS	214	Secretarial Procedures	3	2	4
T-BUS	115	Business Law	3	0	3
T-BUS	206	Advanced Typewriting	2	3	3
T-BUS	226S	Payroll Records and Accounting	3	0	3
			17	7	2
SIXTH QUARTER					
T-BUS	208E	Dictation and Transcription Executive	3	2	4
T-BUS	271	Office Management	3	0	3
T-BUS	134	Personal Development	3	0	3
T-BUS	183	Terminology and Vocabulary	2	3	3
T-BUS	210E	Typing Office Practice	2	3	3
T-BUS	116	Business Law	3	0	3
			16	8	19
		Total Quarter Hours			114

GENERAL OFFICE TECHNOLOGY

INTRODUCTION

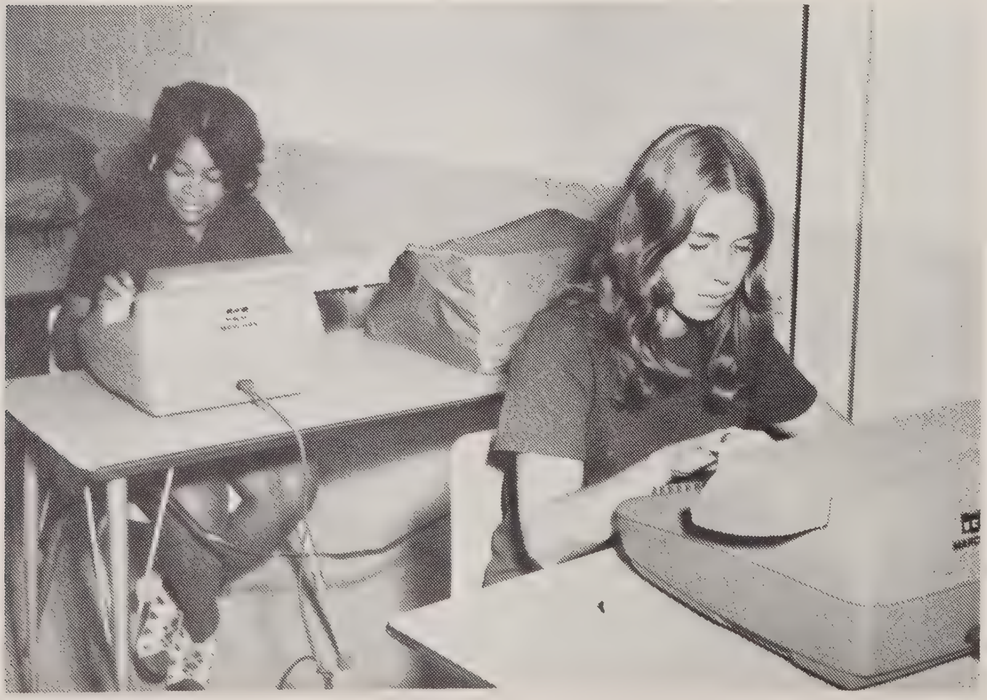
Purpose of Curriculum

More people are now employed in clerical occupations than in any other single job category. Automation and increased productions will mean that these people will need more technical skills and a greater adaptability for diversified types of jobs.

The General Office Occupations curriculum is designed to develop the necessary variety of skills for employment in the business world. Specialized training in skill areas is supplemented by related courses in mathematics, accounting, business law, and applied psychology.

Job Description

The graduate of the General Office Occupations curriculum may be employed as an administrative assistant, accounting clerk, assistant office manager, bookkeeper, file clerk, machine transcriptionist, or a variety of other clerical-related jobs. Positions are available in almost every type of business, large or small.



GENERAL OFFICE TECHNOLOGY

Suggested Curriculum By Quarters

Course Title			Hours Per Week Class	Lab	Quarter Hours Credit
FIRST QUARTER					
T-ENG	101	Grammar	3	0	3
T-BUS	102	Typewriting (or Elective)	2	3	3
T-MAT	110	Business Mathematics	5	0	5
T-BUS	101	Introduction to Business	5	0	5
T-BUS	232	Sales Development	3	0	3
			18	3	19
SECOND QUARTER					
T-ENG	102	Composition	3	0	3
T-BUS	103	Typewriting (or Elective)	2	3	3
T-BUS	110	Office Machines	2	2	3
T-BUS	115	Business Law	3	0	3
T-BUS	120	Accounting	5	2	6
			15	7	18
THIRD QUARTER					
T-ENG	204	Oral Communications	3	0	3
T-BUS	104	Typewriting	2	3	3
T-BUS	112	Filing	3	0	3
T-BUS	116	Business Law	3	0	3
T-BUS	121	Accounting	5	2	6
			16	5	18
FOURTH QUARTER					
T-ENG	103	Report Writing	3	0	3
T-BUS	205	Advanced Typewriting	2	3	3
T-BUS	211	Office Machines	2	2	3
T-ECO	102	Economics	3	0	3
T-BUS	212	Machine Transcription-Business	1	2	2
T-EDP	104	Intro. to Data Processing	3	2	4
			14	9	18
FIFTH QUARTER					
T-ENG	206	Business Communication	3	0	3
T-BUS	213	Office Procedures	3	2	4
T-BUS	206	Advanced Typewriting	2	3	4
T-BUS	226S	Payroll Accounting	5	0	5
T-PSY	106	Psychology in Business	3	0	3
			16	5	19
SIXTH QUARTER					
T-BUS	271	Office Management	3	0	3
T-BUS	229	Taxes	3	2	4
T-BUS	210E	Typing Office Practice	2	3	3
T-BUS	183	Terminology-Vocabulary	2	3	3
T-BUS	134	Personal Development	3	0	3
			13	8	16
		Total Quarter Hours in Courses			108

INSTRUMENTATION TECHNOLOGY

Instrument maintenance deals with the analysis and repair of automatic process controls.

Automatic control instruments are becoming of ever increasing importance in such industries as chemicals, paper, sewage treatment, and pharmaceuticals.

Control instrument malfunctions directly affect production, and this places the instrument mechanic in a key position of importance in keeping the plants running.

In most plants, the instrument mechanic works directly with production engineers in repairing and improving process control systems.

Qualified instrument mechanics are in great demand and receive top salaries in the maintenance departments of all large plants.

The Instrument Mechanic inspects, adjusts, and repairs electrical, mechanical and pneumatic instruments used to indicate, record, and control operating conditions, such as pressure, temperature, water flow, fuel flow, electrical output, mixing of raw materials, etc. An Instrument Mechanic must thoroughly understand the process, instrument applications, and the instruments themselves. Trouble shooting, replacing defective instruments or components, and instrument calibration are skills which are basic to becoming a competent Instrument Mechanic.

Both 18-month and 21-month programs are offered in Instrumentation Technology.

INSTRUMENTATION TECHNOLOGY

Suggested Sequence of Courses by Quarters

Course Title			Hours Per Week Class	Lab	Quarter Hours Credit
FIRST QUARTER					
T-ELC	101	Fundamentals of Electricity	3	5	5
T-DFT	101	Technical Drafting	0	3	1
T-PHY	101	Physics: Properties of Matter	3	2	4
T-MAT	101	Technical Mathematics	5	0	5
T-ENG	101	Grammar	3	0	3
			14	10	18
SECOND QUARTER					
T-MEC	241	Pneumatic Control I	3	5	5
T-ELC	102	Fundamentals of Electricity	3	5	5
T-DFT	102	Technical Drafting	0	3	1
T-PHY	102	Physics: Work, Energy, Power	3	2	4
T-MAT	102	Technical Math	5	0	5
T-ENG	102	Composition	3	0	3
			17	15	23
THIRD QUARTER					
T-MEC	242	Pneumatic Control II	3	5	5
T-PHY	104	Physics: work, Energy, Power	3	2	4
T-MAT	103	Technical Math	5	0	5
T-ENG	103	Report Writing	3	0	3
			14	7	17
FOURTH QUARTER					
T-MEC	114	Preventive and System Maintenance	3	24	11
T-MEC	101	Shop Theory	2	6	4
			5	30	15
FIFTH QUARTER					
T-MEC	243	Pneumatic Control III	3	5	5
T-CHM	111	General Chemistry	2	3	3
T-ELN	101	Electronic Instruments and Mechanics	1	6	3
T-CIV	108	Hydraulics	3	2	4
T-ENG	204	Oral Communications	3	0	3
			12	16	18
SIXTH QUARTER					
T-CHM	211	Physical Chemistry	2	3	3
T-ELN	228	Project	3	7	5
T-ELN	105	Control Devices	5	6	7
T-ELN	217	Calibration and Standardization	1	3	2
		Social Science Elective	3	0	3
			14	19	21
SEVENTH QUARTER					
T-ELN	229	Project	4	10	7
T-ELN	226	Control System Analysis	3	6	5
		Social Science Elective	3	0	3
			10	16	15

ARCHITECTURAL DRAFTING TECHNOLOGY

INTRODUCTION

Purpose of Curriculum

This curriculum was designed in cooperation with the North Carolina Chapter of the American Institute of Architects. Its explicit purpose is to train architectural draftsmen for the architect's office and the building industry. Through a survey made of AIA member firms in North Carolina, it was determined that a large number of architectural draftsmen is needed to fill existing vacancies. Projections show that this existing need will more than double in the next two years.

This program is designed to provide the individual with knowledge and skills that will lead to employment in the field of architectural drafting and related areas in the construction industry and afford opportunity for rapid advancement in technical knowledge and proficiency. Technical courses are included which will enable the graduate to advance into related areas of work as job experience is obtained. This program represents the education requirements as established by the Architectural Drafting Advisory Committee, which was a panel formed by members of the AIA, consultants, and curriculum lab specialist. The statement of goals and expectations of this committee are as follows:

GOAL: To conduct a training course which would prepare a person with a high school background to develop, by further study and experience, the ability necessary to communicate the architect's designs to the builder.

> We anticipate that graduates of the proposed curriculum would be prepared to enter an architect's office as "technicians" with the ability to turn the architect's designs into working drawings for the building industry. Graduates should be competent draftsmen well informed on the building industry in general, the operation of architects' offices, and should have a knowledge of materials and techniques of construction. Their training should include an appreciation of the mechanical, electrical, and structural aspects of buildings. Basic training in oral and written communication will give graduates a background for developing their potential in broader aspects of architectural practice, such as specification writing and supervision of construction.
>
> We do not expect or desire that graduates be designers or artists but competent "technicians" filling an important position in the field of architectural practice. We recognize that all graduates will not work for architects. The curriculum is broad enough to enable graduates to work in related fields of construction. Their advancement to position of responsibility would be dependent only on their own aspirations and willingness to study and work. Their education would just begin with this curriculum.

Job Description

Architectural drafting technicians are concerned with turning the architect's design sketches into complete and accurate working plans and detail drawings for construction purposes. He may prepare floor plans, elevation drawings, construction details, mechanical equipment layouts; door, window and room schedules, and site plans. The drafting technician may be involved in work in areas such as engineering, building construction, specification writing, construction models, or architectural rendering. The opportunity for employment is phenomenal.

ARCHITECTURAL DRAFTING TECHNOLOGY

Course Title			Hours Per Week Class	Lab	Quarter Hours Credit
FIRST QUARTER					
T-ENG	101	Grammar	3	0	3
T-MAT	101	Technical Mathematics I	5	0	5
T-PHY	101	Physics: Properties of Matter	3	2	4
T-DFT	106	Architectural Drafting I	2	6	4
T-CIV	105	Architectural Materials and Methods	3	1	3
		Elective	—	—	—
			16	9	19
SECOND QUARTER					
T-ENG	102	Composition	3	0	3
T-MAT	102	Technical Mathematics II	5	0	5
T-PHY	102	Physics: Work, Energy, and Power	3	2	4
T-DFT	107	Architectural Drafting II	2	6	4
T-AHR	106	Architectural Mechanical Equipment	3	3	4
		Elective	—	—	—
			10	11	20
THIRD QUARTER					
T-ENG	103	Report Writing	3	0	3
T-MAT	103	Technical Mathematics III	3	0	3
T-PHY	103	Physics: Light, Sound, and Electricity	3	2	4
T-DFT	108	Architectural Drafting III	0	9	3
T-CIV	114	Statics	5	0	5
		Elective	—	—	—
			14	11	18
FOURTH QUARTER					
T-DFT	220	Architectural Drafting Work Experience	3	24	11
T-MEC	101	Machine Processes	2	6	4
			5	30	15
FIFTH QUARTER					
T-ENG	204	Oral Communications	3	0	3
T-CIV	216	Strength of Materials	3	2	4
T-DFT	220	Architectural Drafting IV	2	9	5
T-CIV	101	Surveying I	2	3	3
		Elective	—	—	—
			10	14	15
SIXTH QUARTER					
T-PSY	206	Applied Psychology (Elective)	3	0	3
T-DFT	221	Architectural Drafting V	2	9	5
T-DFT	233	Office Practice Seminar	2	0	2
T-DFT	235	Codes, Specifications and Contract Documents	3	3	4
T-CIV	217	Construction Methods and Equipment	3	2	4
			13	14	18
SEVENTH QUARTER					
T-ECO	102	Economics (Elective)	3	0	3
T-DFT	222	Architectural Drafting VI	2	9	5
T-DFT	236	Principles of Estimating and Field Inspecting	3	3	4
T-DFT	230	Structural Drafting	2	6	4
			10	18	16

COURSE DESCRIPTIONS
BUSINESS

	COURSE TITLE
T-BUS 101	**Introduction to Business** A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management. Prerequisite: None.
T-BUS 102	**Typewriting** Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts. Prerequisite: None.
T-BUS 103	**Typewriting** Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscripts, correspondence, and business forms. Prerequisite: T-BUS 102 or the equivalent. Speed requirement, 40 words per minute for 3 minutes.
T-BUS 104	**Typewriting** Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. Production units in tabulation, manuscript, correspondence, and business forms. Prerequisite: T-BUS 103 or the equivalent. Speed requirement, 40 words per minute for five minutes.
T-BUS 106	**Shorthand** A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases. Prerequisite: None.
T-BUS 107	**Shorthand** Continued study of theory with greater emphasis on dictation and elementary transcription. Prerequisite: T-BUS 106 or the equivalent.
T-BUS 108	**Shorthand** Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription. Prerequisite: T-BUS 107.
T-BUS 110	**Office Machines** A general survey of the business and office machines. Training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator. Prerequisite: None.

T-BUS 112 **Filing**
Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic, Triple Check, Automatic, Geographic, Subject, Soundex, and Dewey Decimal filing.
Prerequisite: None.

T-BUS 115 **Business Law I**
A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.
Prerequisite: None.

T-BUS 116 **Business Law II**
Includes the study of laws pertaining to bailment, sales, risk-bearing, partnership-corporation, mortgages, and property rights.
Prerequisite: T-BUS 115.

T-BUS 120 **Accounting**
Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned.
Prerequisite: T-MAT 110.

Accounting
Partnership and corporation accounting including a study of payrolls, federal, and state taxes. Emphasis on the recording, summarizing, and interpreting data for management control rather than on bookkeeping skills. A showing of accounting services as they contribute to the recognition and solution of management problems.
Prerequisite: T-BUS 120.

Business Finance I
Financing of business units as individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing.
Prerequisite: None.

T-BUS 124 **Business Finance II**
Financing, federal, state, and local government and the ensuing effects upon the economy. Factors affecting supply of funds, monetary and credit policies.
Prerequisite: T-BUS 123.

T-BUS 134 **Personal Development**
Designed to help the student recognize the importance of physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on poise, grooming, and methods of personal improvement.

T-BUS 205 **Advanced Typewriting**
Emphasis on the development of individual production rates. Learning the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. Review of letter forms, methods of duplication, and the typing of reports, manuscripts and legal documents.
Prerequisite: T-BUS 104. Speed requirement 50 words per minute for five minutes.

T-BUS 206E **Dictation and Transcription**
Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rates of 100 words per minute required for five minutes on new material.
Prerequisite: T-BUS 108.

T-BUS 207E **Dictation and Transcription (Executive)**
Covering materials appropriate to the course of study; the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 110 words per minute required for five minutes on new material.
Prerequisite: T-BUS 206E.

T-BUS 208E **Dictation and Transcription**
Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 120 words per minute required for five minutes on new material.

T-BUS 211 **Office Machines**
Instructions in the operation of the bookkeeping-accounting machines, duplicating equipment, and the dictating and transcribing machines.
Prerequisite: T-BUS 110.

T-BUS 214 **Secretarial Procedures**
Designed to acquaint the student with the responsibilities encountered by a secretary during the work day. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims.
Prerequisite: None.

T-BUS 229 **Taxes**
Application of federal and state taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gain, sales, and use excise, and inheritance.
Prerequisite: T-BUS 121.

T-BUS 232	**Sales Development** A study of retail, wholesale and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required. Prerequisite: None.
T-BUS 235	**Business Management** Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function versus the operating function. Role of management in business — qualifications and requirements. Prerequisite: None.
T-BUS 239	**Marketing** A general survey of the field of marketing with a detailed study of the functions, policies, and institutions involved in the marketing process. Prerequisite: None.
T-BUS 243	**Advertising** The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals; product and market research; selection of media; means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media. Prerequisite: None.
T-BUS 271	**Office Management** Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating problems. Prerequisite: None.
T-Bus 272	**Principles of Supervision** Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed. Prerequisite: None.
T-BUS 212	**Machine Transcription (Executive)** A study and practice course in the use of transcribing machines in business dictation. Proficiency in word usage, correct grammar, and letter styles will be emphasized. Prerequisite: T-BUS 103.
T-Bus 213	**Office Procedures** Designed to acquaint the student with the responsibilities encountered by a general office worker during the work day. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims.

T-BUS 210

Payroll Records and Accounting
A study in the preparation of the payroll which includes: (1) Figuring basic wages, (2) Deducting for taxes (FICA, FUTA, and Federal Income Taxes), and (3) Making necessary journal entries, as well as other problems encountered in preparing the payroll.
Prerequisite: T-BUS 120 or T-BUS 130.

T-BUS 226S

Typing Office Practice
A course designed to familiarize the student with the forms and routines found in a typical business. Emphasis is placed upon correct procedures and adaptability to varying office methods.
Prerequisite: T-BUS 205.

DATA PROCESSING

T-EDP 104

Introduction to Data Processing Systems
Fundamental concepts and operational principles of data processing systems, as an aid developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses.
Prerequisite: None.

ECONOMICS

T-ECO 102

Economics
The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and consumption both in relation to the individual enterprise and to society at large.
Prerequisite: None.

T-ECO 104

Economics
Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems.
Prerequisite: T-ECO 102.

ENGLISH

T-ENG 101

Grammar
Through programmed instruction the student concentrates on the basic areas of grammar, sentence structure, punctuation, and capitalization.
Prerequisite: English entrance test

T-EN 102

Composition
This course is designed to acquaint the student with the skills of pre-writing, writing, and rewriting through a series of assignments in narrative, expository, argumentative, and descriptive compositions.
Prerequisite: T-ENG 101

T-ENG 103 **Report Writing**
The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. The report must deal with subject matter relevant to the student's curriculum.
Prerequisite: T-ENG 102.

T-ENG 204 **Oral Communication**
This course is a study of the basic concepts and principles of speech to enable the student to communicate effectively with others. Emphasis is placed on the speaker's attitude, diction, and voice, as well as the application of particular techniques to improve speaking habits. Activities include oral reports, group discussion, argumentation, and oral interpretation.
Prerequisite: T-ENG 101.

T-ENG 206 **Business Communication**
This course offers complete treatment of the principles governing business writing in general and also specific types of business communications: Order letters, inquiries and replies, credit and collection letters, adjustment letters, sales letters, sales promotion letters.
Prerequisite: None.

ARCHITECTURAL DRAFTING TECHNOLOGY

ARCHITECTURAL EQUIPMENT (MECHANICAL)

T-AHR 106 **Architectural Mechanical Equipment**
General study of heating, air conditioning, plumbing and electrical equipment, materials and symbols. Building code requirements pertaining to residential and commercial structures. Reading and interpretation of working drawings by mechanical engineers. Coordination of mechanical and electrical features with structural and architectural designs.
Prerequisite: None.

CIVIL ENGINEERING

T-CIV 101 **Surveying**
Theory and practice of plane surveying including taping, differential and profile leveling, cross sections, earthwork computations transit stadia, and transit-tape surveys. Layout of footings, floor levels and site work will be included.
Prerequisites: T-MAT 102, T-ARC 107.

T-CIV 105 **Architectural Materials and Methods**
Materials used in the construction of architectural structures will be studied. Field trips to construction sites and study of manufacturer's specifications for materials. Properties and standard sizes of structural materials, and construction techniques are included.
Prerequisite: None.

T-CIV 114 **Statics**

Forces, resultants, and types of force systems; moments, equilibrium of coplanar forces by analytical and graphic methods; stresses and reactions in simple structures; equilibrium of forces in space; center of gravity, centroids, moment of inertia, and hydrostatic load analysis.
Prerequisite: T-MAT 102.

T-CIV 216 **Strength of Materials**

Fundamental stress and strain relationship; shear and bending moments; stresses and deflections in beams; introduction to statically indeterminate beams; columns; combined stresses.
Prerequisites: T-CIV 114, T-MAT 103.

T-CIV 217 **Construction Methods and Equipment**

Excavating methods and equipment used in building and highway construction; pile driving; construction techniques and equipment used in reinforced concrete buildings, bridges, lift-slabs, thin-shells and folded plates, erection methods and equipment of structural steel buildings and bridges; carpentry in house and heavy timber construction; construction safety. Field inspection trips.
Prerequisites: T-DFT 102, T-CIV 102.

DRAFTING

T-DFT 106 **Architectural Drafting**

A course designed to introduce basic drafting skills to the beginning student. This course has no differential established between architectural and mechanical drafting. Basic techniques and skills included are: Orthographic and pictorial sketching, geometric construction, inking and lettering practice and reproduction of drawing.

T-DFT 107 **Architectural Drafting**

Advanced development in mechanical drafting skills and an introduction to architectural drawing. This course consists of skill development in: Detailing working drawings, pictorial drawings such as exploded-view isometrics, topographical drawings, skew lines, intersection and development of surfaces, architectural lettering and dimensioning.

T-DFT 108 **Architectural Drafting**

An approach in depth to the study of architectural drafting. Development of techniques in architectural lettering, dimensioning, freehand sketching and instrument drawing. Drawings of construction details, using appropriate material symbols and conventions. Working drawings including plans, elevations, sections, scale details and full-size details will be prepared from preliminary sketches.
Prerequisites: T-DFT 107, T-AHR 106, T-CIV 105.

T-DFT 220 **Architectural Drafting**

Drawings of structural plans and details as prepared for building construction including steel, concrete, and timber structural components, Appropriate details and drawings necessary for construction and fabrication of structural members. Reference materials will be used to provide the draftsman with skills and knowledge in locating data and in using handbooks.
Prerequisite: T-DFT 108.

T-DFT 221 **Architectural Drafting**

Drawing of plans and details as prepared for mechanical equipment such as air conditioning, plumbing and electrical systems by using appropriate symbols and conventions. Consideration is given to coordination of mechanical and electrical features with structural and architectural components.
Prerequisite: T-DFT 220.

T-DFT 222 **Architectural Drafting**

Preparation of the complete set of working drawings for the architectural structure. Preparation of millwork drawings, cabinets and built-in equipment detail drawings, and door, window, and room schedules. Site and landscaping plans will be studied and drawn. Final assembly of the complete document for construction purposes will be made.
Prerequisites: T-DFT 221, T-CIV 101, T-DFT 235.

T-DFT 230 **Structural Drafting**

A concentrated study and drawing of structural plans, details and shop drawings of the structural components of buildings to include steel, reinforced concrete, and timber structures. Appropriate symbols, conventions, dimensioning practices, and notes as used by the draftsman will be included. Emphasis will be placed on drafting of appropriate drawings for fabrication and erection and erection of the structural components.
Prerequisites: T-ARC 220, T-CIV 105. Elective.

T-DFT 233 **Office Practice Seminar**

A study of the professional relationship of the architectural firm in relation to clients, contractors, suppliers, consultants and other architects. Ethics of the profession as applicable to the draftsman's role in the architectural firm will be stressed.
Prerequisite: None.

T-DFT 235 **Codes, Specifications and Contract Documents**

A study of building codes and their effect in relation to specifications and drawings. The purpose and writing of specifications will be studied along with their legal and practical application to working drawings. Contract documents will be analyzed and studied for the purpose of client-architect-contractor responsibilities, duties, and mutual protection.
Prerequisite: T-DFT 220.

T-DFT 236 **Construction Estimating and Field Inspecting**

Interpretation of working drawings for a project; preparation of material and labor quantity surveys from plans and specifications; approximate and detailed

estimates of cost. The student will study materials take-off, labor take-off, sub-contractors' estimates, overhead cost, and bid and contract procedures. Detailed inspection of the construction by comparing finished work to the specifications.
Prerequisite: T-DFT 235.

CHEMISTRY

T-CHM 111 **General Chemistry I**

An introductory chemistry course involving chemical terminology, atomic structure, properties of some elements, and the function of the periodic table. Properties of compounds and mixtures are studied as are types of chemical reactions. Laboratory work consists of various inorganic reactions and preparations.
Prerequisite: None.

T-CHM 211 **General Chemistry II**

A continuation of T-CHE 11, General Chemistry I. Such topics as thermo-chemistry, chemical equilibrium, electrolytes, periods and groups of elements, and organic chemistry are introduced. Laboratory work centers around the above topics.
Prerequisite: T-CHM 111.

MATH

T-MAT 101 **Technical Mathematics I**

The real number system is developed as an extension of natural numbers. Number systems of various bases are introduced. Fundamental algebraic operations, the rectangular coordinate system, as well as fundamental trigonometric concepts and operations are introduced. The application of these principles to practical problems is stressed.
Prerequisite: T-MAT 010.

T-MAT 102 **Technical Mathematics II**

A continuation of T-MAT 101. Advanced algebraic and trigonometric topics including quadratics, logarithms, determinants, progressions, the binomial expansion, complex numbers, solution of oblique triangles and graphs of the trigonometric functions are studied in depth.
Prerequisite: T-MAT 101.

T-MAT 103 **Technical Mathematics III**

The fundamental concepts of analytical geometry, differential and integral calculus are introduced. Topics included are graphing techniques, geometric and algebraic interpretation of the derivative, differentials, rate of change, the integral and basic integration techniques.

MECHANICAL

T-MEC 101 **Machine Processes**

An introductory course designed to acquaint the student with basic hand tools, safety procedures and machine processes of our modern industry. It will include a study of measuring instruments, characteristics of metals and cutting tools. The student will become familiar with the lathe family of machine tools by performing selected operations such as turning, facing, threading, drilling, boring, and reaming.
Prerequisite: None.

T-MEC 241	**Pneumatic Control I** Pneumatic Industrial Instrumentation is divided into three principle sections. This section will develop the basic physics principles of pressure measurement, temperature measure measurement and liquid level measurement.
T-MEC 242	**Pneumatic Control II** This section will deal with the various methods of measuring quantity and rate of flow of compressible and non-compressible fluids, pneumatic transmissions sytems and basic control theory.
T-MEC 243	**Pneumatic Control III** This section is primarily concerned with the explanation of various types of final control elements such as diaphram motor valves, piston operated valves and valve positioners. Fractional Distillation Instrumentation and Batch Reaction Instrumentation systems will be discussed.

ELECTRICITY

T-ELC 101	**Fundamentals of Electricity** An introduction to electrical and electronic terminology. A study of the structure of matter and electron theory and the relationship between voltage, current and resistance in series, parallel, and series-parallel circuits. Ohm's law, DC Power sources and component identification as related to the expanding electronic instrumentation field. Prerequisite: None.
T-ELC 102	**Fundamentals of Electricity** Study of AC, capictance, inductance, vacuum tubes and semi-conductive devices. Rectifier circuits, filter circuits, amplifiers and power supplies of the type used in electric instruments. Reading and troubleshooting circuits by schematics diagram and blueprints. Prerequisite: T-ELC 101

ELECTRONICS

T-ELN 228	**Project** Troubleshooting repair and calibrate and add to instruments supply located in the lab facilities.
T-ELN 229	**Project** Advance study in instrument calibration of all instruments located in the lab of the teaching facilities.

PHYSICS

T-PHY 101	**Physics: Properties of Matter** A fundamental course covering several basic principles of physics. The divisions included are solids and their characteristics, liquids at rest and in motion, gas laws and applications. Laboratory experiments and specialized problems dealing with these topics are part of this course. Corequisite: T-MAT 101.

T-PHY 102 **Physics: Work, Energy, Power**

Major areas covered in this course are work, energy, and power. Instruction includes such topics as statics, forces, center of gravity, and dynamics. Units of measurement and their applications are a vital part of this course. A practical approach is used in teaching students the use of essential mathematical formulas.
Prerequisites: T-MAT 101, T-PHY 101.

T-PHY 103 **Physics: Electricity**

Basic theories of Light, Sound, and Electricity, methods of production, and transmission and transforming of electricity are studied. Electron theory, electricity by chemical action, electricity by friction, electricity by magnetism, induction voltage, amperage, resistance, horsepower, wattage, and transformers are major parts of the course.
Prerequisites: T-MAT 101, T-PHY 101.

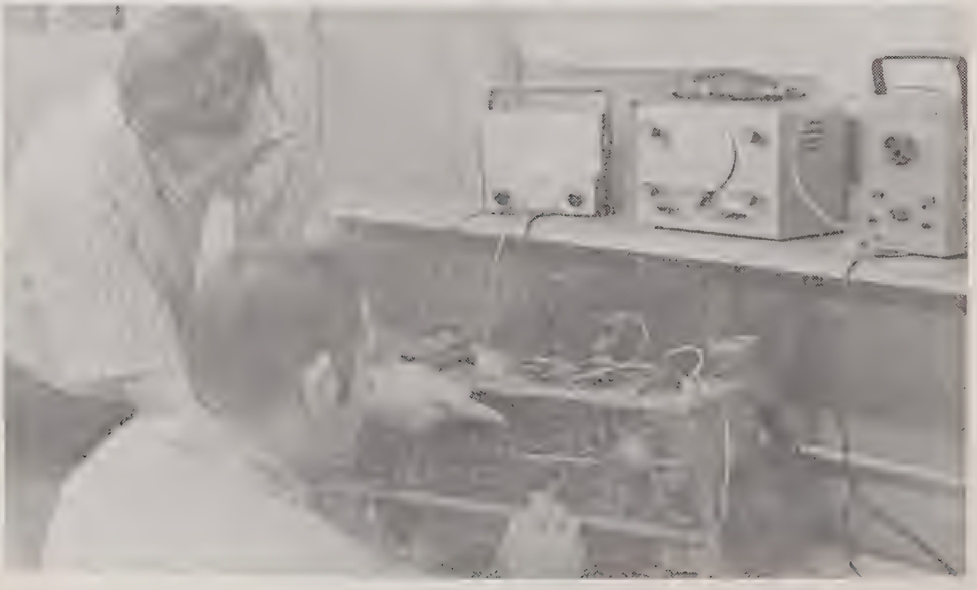
T-PHY 104 **Physics: Light and Sound**

A survey of the concepts involving wave motion leads to a study of sound, its generation, transmission and detection. The principles of wave motion also serve as an introduction to a study of light, illumination and the principles involved in optical instruments. Application is stressed throughout.
Prerequisites: T-MAT 101, T-PHY 101.

PSYCHOLOGY

T-PSY 206 **Applied Psychology**

A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community.
Prerequisite: None.



VOCATIONAL DIVISION

THE VOCATIONAL DIVISION

The major aims of the Vocational Programs at Roanoke-Chowan Technical Institute are to prepare skilled craftsmen to successfully meet the manpower needs created by technological advancement and to provide related areas of study which equip the student with the ability to develop an understanding of the free enterprise system and an appreciation for a broader social implication of life in a democratic society.

The Vocational Programs are designed to prepare the student for initial employment, retraining for new skills, or for advancement within a given vocation.

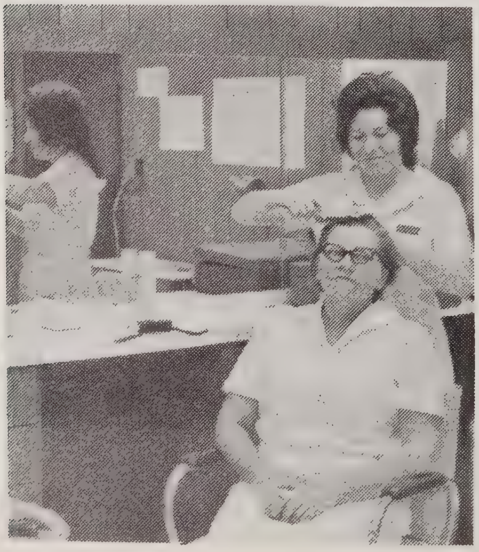
While a high school graduation is desirable, it is not mandatory for entrance into these programs. A person with less than a high school education may be accepted provided he can demonstrate sufficient experience and ability.

Vocational programs vary in length depending upon whether they are full-time or part-time and whether they are diploma or certificate programs.

PROGRAMS OF STUDY

A diploma or certificate is awarded upon the completion of one of the following:

1. Cosmetology
2. Industrial Maintenance Mechanic
3. Electronics
4. Practical Nurse Education
5. Light Construction
6. Nurses Assistant
7. Auto Mechanics
8. Welding
9. Electrical Installation



COSMETOLOGY

Today, the cosmetologist is called upon to advise men and women on problems of make-up, diet, and care of the hair, skin, and hands, including the nails. Cosmetology has become a science consisting of the use of cosmetics based on scientific principles. The Cosmetology Curriculum is designed to prepare the student for employment in the field of cosmetology. This curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling. This curriculum is approved by the North Carolina State Board of Cosmetic Art Examiners.

Applicants for the Cosmetology Program must meet the general entrance requirements. In addition they must present to the Admission Office a Health Certificate and serological laboratory report prior to being admitted to the program. Applicants may apply and enter the program any time during the year.

Graduates of the Cosmetology Program are eligible to apply to the State Board of Cosmetic Arts for examination to become a registered cosmetologist.

This curriculum provides instruction and practice in manicuring, shampooing, permanent waving, chemical hair relaxing, facials, massages, scalp treatment, hair cutting, styling, hair pressing, thermal waving and curling, wig care and styling, hair coloring and brow-lash tints.

COSMETOLOGY

Suggested Curriculum By Quarters

Course Title		Hours Per Week Class	Lab	Quarter Hours Credit
FIRST QUARTER				
C1001	Scientific Study	42	63	6
C1011	Mannequin Practice	13	212	7
SECOND QUARTER				
C1002	Scientific Study	55	0	5
C1022	Clinical Application	0	275	8
THIRD QUARTER				
C1003	Scientific Study	55	0	5
C1033	Clinical Application	0	275	8
FOURTH QUARTER				
C1004	Scientific Study	55	0	5
C1044	Clinical Application	0	275	8

INDUSTRIAL MAINTENANCE MECHANICS INTRODUCTION

Purpose of Curriculum

North Carolina, in its tremendous industrial growth, has the need for highly skilled personnel to maintain machines that are controlled by electrical and fluid power devices. This curriculum is designed to prepare students to repair and maintain machinery, electrical wiring and fixtures, and hydraulics and pneumatic devices found in industrial establishments. He uses blueprints and sketches, manuals and codes, and works with handtools made for electricians and machinists. He diagnoses causes of malfunctions in industrial machines. He sets up and operates machine tools such as the lathe, milling machine, and drill press to repair or make machine parts. He installs machine parts, starts machines, observes operations, and inspects the machine with test instruments.

Job Description

An electromechanical serviceman may be required to install, maintain and service electrical and mechanical equipment. He should be able to follow directions from blueprints and sketches, use handtools, and metalworking machines, and check the work with measuring and testing instruments. He operates metalworking machines, such as the lathe, milling machine and drill press to make repairs. He uses the micrometer and calipers to verify dimensions. He assembles wires, insulation, and electrical components using handtools and soldering equipment. He tests electrical circuits and components to locate shorts, faulty connections, and defective parts, using test meters. He also inspects and tests hydraulic equipment after new installations or repairs.

INDUSTRIAL MAINTENANCE MECHANICS

Six Phase Program

PHASE ONE

			Hours Per Week		Quarter Hours Credit
			Class	Lab	
WLD	1141	Beginning Welding	3	12	7
MAT	1101	Basic Math	5	0	5
DFT	1104	Basic Blueprints	0	3	1
PHY	1101	Applied Science	3	2	4
ENG	1101	Reading Improvement	2	0	2
			13	17	19

PHASE TWO

WLD	1142	Intermediate Welding	3	12	7
MAT	1103	Basic Geometry	3	0	3
DFT	1117	Blueprints-Welding	0	3	1
MEC	1115	Ferrous and Non-Ferrous Metals	2	3	3
ENG	1102	Communications Skills	3	0	3
			11	18	17

PHASE THREE

MEC	1101(a)	Machine Shop Theory and Practice-I	3	12	7
PHY	1102	Applied Science	3	2	4
DFT	1118	Pattern Development	0	3	1
PSY	1104	Human Relations	3	0	3
			9	17	15

PHASE FOUR

MEC	1102(b)	Machine Shop Theory and Practice-II	3	12	7
WLD	1122(a)	Commercial and Industrial Practices	2	6	5
BUS	1103	Small Business	3	0	3
			8	18	15

PHASE FIVE

WLD	1122(b)	Commercial and Industrial Practices	2	6	3
MEC	1133(a)	Electrical and Mechanical Maintenance	5	12	9
		Machine Shop Process	0	4	1
MEC	1112				
			7	22	13

PHASE SIX

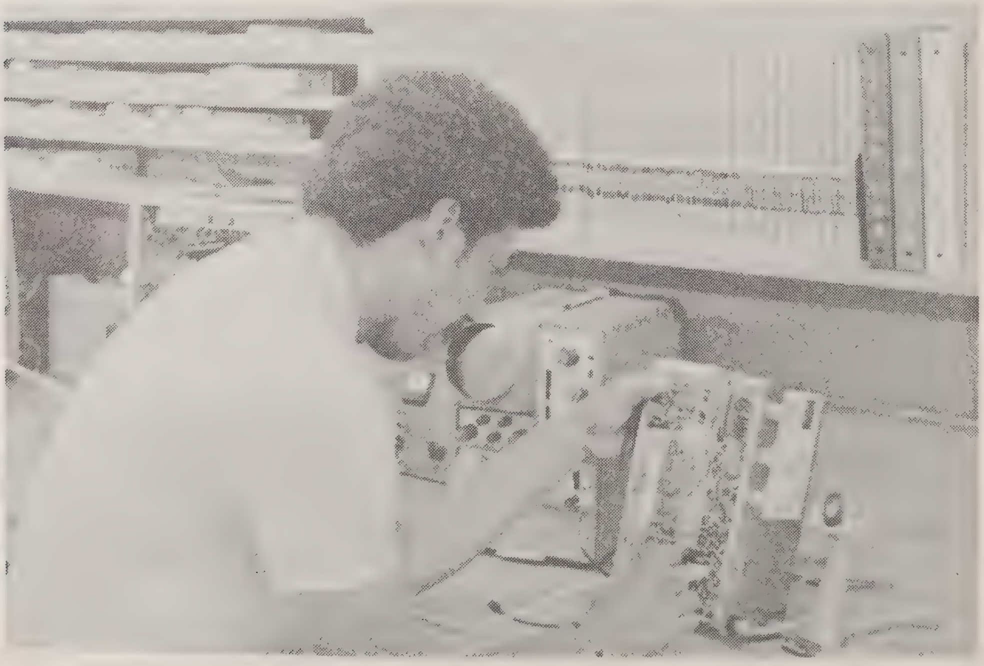
DFT	1113	Electrical Blueprints	0	3	1
MEC	1113	Shop Processes	0	6	2
MEC	1124	Mechanical and Electrical Maintenance	3	6	5
MEC	1140	Hydraulics	3	0	3
			6	15	11

ELECTRONICS
Introduction

Electronics is a new world. A world of tomorrow in an exciting environment that promises new discoveries every day. With each advancement we face constant challenges — and changes — that lead to new theories, new technologies, and new applications that make our lives longer, safer, more comfortable, and more interesting.

Within recent years improved electronic techniques have provided expanded employment opportunities in the field of consumer electronic devices. These reasons, coupled with an increasingly critical shortage of trained technicians, especially in the home entertainment electronics industry have inspired R-C TI in the preparation and presentation of a comprehensive electronics course in monochrome and color television. However, broadening of the student's outlook will be encouraged through meaningful experiences encountered while studying and repairing automobile radios, tape players, stereo systems, AM-FM radios, record players, test equipment, tape recorders and other consumer electronic devices.

For each of us, there is a personal need to feel that he belongs — to his country, his community, his friends, and especially his job. In fact, because we spend so much of our time at work, it is important that what we do professionally be rewarding and challenging. The field of electronics offers this opportunity — the opportunity to pursue a career that is both satisfying and rewarding.



ELECTRONICS

FIRST QUARTER

			Hours Per Week		Quarter Hours
			Class	Lab	Credit
MAT	1115	Electrical Math	3	2	4
ENG	1101	Reading Improvement	2	0	2
ELC	1112	Direct and Alternating Current	5	15	10
			10	17	16

SECOND QUARTER

MAT	1116	Electrical Math	3	2	4
ENG	1102	Communications Skills	3	0	3
ELN	1122	Vacuum Tubes and Circuits	4	8	7
ELN	1123	Amplifier Systems	2	6	4
			12	16	18

THIRD QUARTER

MAT	1117	Electrical Math	3	2	4
ELN	1125	Radio Receiver Service	2	7	4
ELN	1126	Transistor Theory and Circuits	2	7	4
PSY	1101	Human Relations	3	0	3
			10	16	15

FOURTH QUARTER

ELN	1123	Work Practice Study	2	12	6
ELN	1125	Work Practice Study	2	12	6
			4	24	12

FIFTH QUARTER

ENG	1103	Report Writing	3	0	3
MAT	1118	Electrical Math	3	2	4
ELN	1126	Transistor Theory and Circuits	2	8	6
ELN	1127	TV Receiver, Circuits and Service	3	6	4
			11	16	17

SIXTH QUARTER

ELN	1127	TV Receiver, Circuits and Service	4	12	9
BUS	1103	Small Business Operations	3	0	3
ELN	1129	Electronic Systems	3	4	3
			10	16	15

SEVENTH QUARTER

ELN	1128	TV Receiver, Circuits and Service	3	12	6
ELN	1130	Electronic Systems	4	8	7
			7	20	13

PRACTICAL NURSE EDUCATION

Purpose of Curriculum

The accelerated growth of population in North Carolina and rapid advancement in medical technology demand an increased number of well-trained personnel for health services. Realizing this need, Roanoke-Chowan Technical Institute, in conjunction with Roanoke-Chowan Hospital, offers the Practical Nurse Education Program to help meet this need. Classes will be held at the institute, while actual experience will be obtained at the hospital.

The aim of the Practical Nurse Education Program is to prepare qualified persons for participation in care of patients of all ages, in various states of dependency, and with a variety of illness conditions.

Students are selected on the basis of demonstrated aptitude for nursing, as determined by pre-entrance tests, interviews with faculty members, high school record, character references, and reports of medical and dental examinations.

Throughout the one-year program the student is expected to continuously acquire knowledge and understanding related to nursing and the biological and social sciences and to develop skills related to nursing practice, communications, inter-personal relations, and use of good judgment. Evaluation of student performance consists of tests on all phases of course content, evaluation of clinical performance, and evaluation of adjustment to the responsibilities of nursing. A passing score of 85 is required on all graded work, plus demonstrated progress in application of nursing skills to actual patient care.

Graduates of accredited programs of practical nurse education are eligible to take the licensed examinations given by the North Carolina Board of Nursing. This examination is given twice each year, usually in April and September. A passing score entitles the individual to receive a license and to use a legal title, ''Licensed Practical Nurse.'' The license must be renewed annually. The Licensed Practical Nurse can apply for licensure in other states on the basis of a satisfactory examination score, without repeating the examination.

Job Description

The LPN is prepared to function in a variety of situations: hospitals of all types, nursing homes, clinics, doctors' and dentsits' offices and, in some localities, public health facilities. In all situations the LPN functions under supervision of a registered nurse and-or licensed physician. This supervision may be minimal in situations where the patient's condition is stable and not complex; or it may consist of continuous direction in situations requiring the knowledge and skills of the registered nurse or physician. In the latter situation, the LPN may function in an assisting role in order to avoid assuming responsibility beyond that for which the one-year program can prepare the individual.

Job requirements for the Licensed Practical Nurse include suitable personal characteristics, ability to adapt knowledge and understanding of nursing principles to a variety of situations, technical skills for performance of bedside nursing, appreciation for differences of people and for the worth of every individual, a desire to serve and help others, and readiness to conform to the requirements of nursing ethics and hospital policies.

PRACTICAL NURSE EDUCATION

FIRST QUARTER

			Hours Per Week		Quarter Hours
			Class	Lab	Credit
PNE	1101(a)	Fundamentals of Practical Nursing	6	6½	8
PNE	1102	Nutrition and Diet Therapy	3	0	3
PNE	1103	Anatomy and Physiology	4	0	4
PNE	1104	Introduction to Pediatrics	2	0	2
PNE	1105	Pharmacology I	3	0	3
PNE	1101(b)	Personal and Vocational Adjustments	2	0	2
			20	6½	22

SECOND QUARTER

PNE	1106	Medical-Surgical Nursing I	5	0	5
PNE	1107	Maternity Nursing	3	0	3
PNE	1108	Nursing of Children	5	0	5
PNE	1110	Clinical Experience — Medical Surgical, Obstretrics, or Pediatrics	0	20	7
PNE	1109	Pharmacology II	3	0	3
			16	20	23

THIRD QUARTER

PNE	1111	Medical-Surgical Nursing II	7	0	7
PNE	1112	Pharmacology III	7	0	7
ENG	1102	Communication Skills	2	0	2
PNE	1113	Clinical Experience — Medical Surgical, Obstetrics, or Pediatrics	0	20	7
			16	20	23

FOURTH QUARTER

PNE	1114	Medical-Surgical Nursing III	7	0	7
PNE	1116	Clinical Experience — Medical, Surgical or Obstetrics, one of the three	0	20	7
ENG	1103	Report Writing	2	0	2
PNE	1115	Pharmacology IV	7	0	7
			16	20	23
		Total Quarter Hours in Courses			83

NURSE'S ASSISTANT

This course is designed to prepare qualified personnel to give effective nursing care to selected patients, to make and report observations, and to carry out routine aspects of ward management. Classroom teaching is centered around modern concepts of health, functional relationships within a hospital, fundamentals of effective interpersonal relations, and nursing procedures related to daily needs of patients and to common therapeutic measures. Throughout the course emphasis is given to the role of the nurses' assistant. Clinical experiences provide opportunities for applying classroom learnings to practice in the hospital setting.

The courses is one quarter in length and graduates will receive certificates on satisfactory completion of the course.

NURSES' ASSISTANT

UNIT I: 25 Hours. Introduction to Role of The Nurses' Assistant. To help the student develop awareness of the scope of the health field and beginning understanding of health facilities, modern nursing, and the role of the nurses' assistant. A study in broad perspective of the field of nursing, with emphasis on current trends related to division of responsibility among various types and levels of health workers.

UNIT II: 15 Hours. Understanding Effects of Illness. To help the student develop understanding of common effects of illness on patient, family, and community, and beginning skills in helping patients adjust to illness and-or hospitalization. A study of the diverse effects of illness on the patient, family, and community and the role of health workers in helping the patient and family to make adjustments.

UNIT III: 50 Hours. Making Observations on Patients. To help the student develop beginning skill in making reliable observations on patients and in reporting to appropriate nursing personnel. A study of common effects of illness in relation to observations the nurses' assistant should be able to make and report with accuracy and dependability.

UNIT IV: 30 Hours. Safety Measures in Care of the Sick. To help the student develop understanding of medical asepsis, safety, and emergency situations in relation to the role of the nurses' assistant. A study of methods used to protect patients and personnel from infections and accidents and the role of the nurses' assistant in the event of internal or external disaster.

UNIT V: 40 Hours. Measures to Promote the Patient's Comfort. To help the student develop beginning skills in those aspects of patient care appropriate to the role of the nurses' assistant. A study of bedside nursing procedures used in assisting patients with daily needs.

UNIT VI: 85 Hours. Measures Related to the Patient's Illness. To help the student develop beginning skill in the performance of nursing procedures related to care of the isolated patient, in carrying out orders for unsterile irrigations and simple therapeutic measures, and in meeting selected needs of the surgical patient. A study of simple procedures commonly ordered by the doctor and appropriate to the role of the nurses' assistant.

UNIT VII: 85 Hours. Becoming a Hospital Employee. To help the student make the transition to a fully responsible employee role, fulfill citizenship responsibilities as a wage-earner, and set personal standards for quality performance as a member of the nursing team. A study of the nurses' assistant as a practitioner, with emphasis on effective job performance and fulfillment of citizenship responsibilities.

AUTO MECHANICS

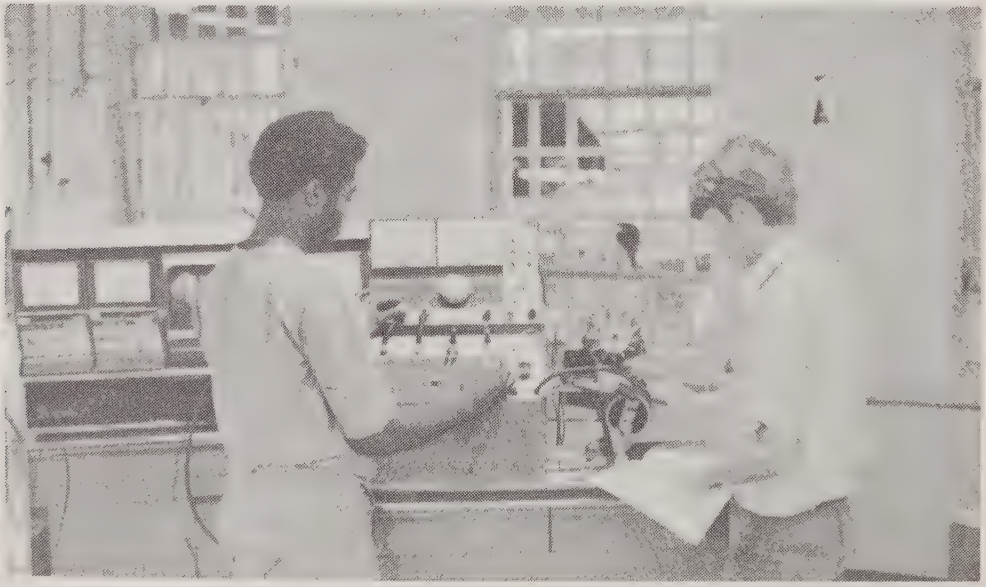
This curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust automotive vehicles. Manual skills are developed in practical shop work. Thorough understanding of the operating principles involved in the modern automobile comes in class assignments, discussion, and shop practices.

Complexity in automotive vehicles increases each year because of scientific discovery and new engineering. These changes are reflected not only in passenger vehicles, but also in trucks, buses and a variety of gasoline-powered equipment. This curriculum provides a basis for the student to compare and adapt to new techniques for servicing and repair as vehicles are changed year by year.

Automobile mechanics maintain and repair mechanical, electrical and body parts of passenger cars, trucks and buses. In some communities and rural areas they also may service tractors or marine engines and other gasoline-powered equipment. They repair or replace defective parts to restore the vehicle or machine to proper operating condition. They use shop manuals and other technical publications.

Automotive mechanics in smaller shops usually are general mechanics qualified to perform a variety of repair jobs. A large number of automobile mechanics specialize in particular types of repair work. For example, some may specialize in repairing only power steering and power brakes, or automatic transmissions. Usually such specialists have an all-around knowledge of automotive repair and may occasionally be called upon to do other types of work.

Both a 12-months and a 21-months program are offered in Auto Mechanics.



AUTO MECHANICS

			Hours Per Week		Quarter Hours Credit
			Class	Lab	
FIRST QUARTER					
PME	1101	Internal Combustion Engines	3	12	7
MAT	1101	Fundamentals of Mathematics	5	0	5
DFT	1101	Schematics and Diagrams (Measurement, Tools, and Engines)	0	3	1
PHY	1101	Applied Science	3	2	4
ENG	1101	Reading Improvement	2	0	2
			13	17	19
SECOND QUARTER					
PME	1102	Engine Elect, and Fuel Systems	5	15	10
DFT	1102	Schematics and Diagrams (Electrical and Fuel Systems)	1	3	2
PHY	1102	Applied Science or Elective	3	0	3
ENG	1102	Communication Skills	3	0	3
			12	18	18
THIRD QUARTER					
PME	1123	Brakes, Chassis and Suspension	3	12	7
PME	1103	Principles of Auto Air Cond.	2	2	4
DFT	1103	Schematics and Diagrams (Chassis and Brakes, etc.)	0	3	1
PSY	1101	Human Relations	3	0	3
WLD	1141	Basic Welding (Related)	2	3	3
			10	20	18
FOURTH QUARTER					
PME	1124	Power Trains	3	12	7
PME	1125	Auto Servicing	3	9	6
BUS	1103	Small Business Operations or Elective	3	0	3
			9	21	16
FIFTH QUARTER					
PME	1202	Auto Elect-Electronics	4	9	7
PME	1203	Adv. Tune-Up	4	9	7
WLD	1142	Inter. Welding or Elective	1	3	2
			9	21	16
SIXTH QUARTER					
PME	1224	Adv. Automatic Trans.	3	12	7
PME	1221	Adv. Front Suspension and Power Steering	1	3	4
PME	1226	Adv. Auto Servicing or Electives	2	9	5
			6	24	16
SEVENTH QUARTER					
WLD	1142 (a)	Intermediate Welding	1	3	2
PME	1214	Advanced Air Conditioning	3	3	4
PME	1225	Power Plant Trouble Shooting	2	9	5
PME	1121	Brakes	2	3	3
PME	1122	Emission Control Systems	2	3	3
			10	21	17

WELDING

This curriculum was developed to fill the tremendous need for welders in North Carolina. The recently completed Manpower Survey shows quite clearly that many welders will be needed annually to fill present and projected vacancies in the State.

The content of this curriculum is designed to give students sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry.

The field of welding offers a person prestige, security and a future of continuous employment with steady advancement. It offers employment in practically any industry; shipbuilding, automotive, aircraft, guided missiles, railroads, construction, pipe fitting, production shop, job shop and many others.

Welders join metals by applying intense heat, and sometimes pressure, to melt the edges to form a permanent bond. Closely related to welding is "oxygen cutting." Of the more than 35 different ways of welding metals, arc, gas, and resistance welding are the three most important.

The principal duty of the welder using manual techniques is to control the melting by directing the heat from either an electric arc or gas welding torch, and to add filler metal where necessary to complete the joint. He should possess a great deal of manipulative skill with a knowledge of jigs, welding symbols, mathematics, basic metallurgy, and blueprint reading.

WELDING
Four Phase Program

			Hours Per Week Class	Hours Per Week Lab	Quarter Hours Credit
PHASE ONE					
WLD	1141	Beginning Welding	3	12	7
MAT	1101	Fundamentals of Math	5	0	5
DFT	1104	Basic Blueprint Reading	0	3	1
ENG	1101	Reading Improvement (Welding Nomenclature)	2	0	2
			10	15	15
PHASE TWO					
WLD	1142	Intermediate Welding	3	12	7
MAT	1103	Geometry (Basic)	3	0	3
DFT	1117	Blueprints — Welding	0	3	1
MEC	1115	Ferrous and Non-Ferrous Metals	2	3	3
			8	18	14
PHASE THREE					
WLD	1124	Pipe Welding	3	12	7
DFT	1118	Pipe Pattern Development	0	3	1
WLD	1123(a)	Inert Gas Welding	1	3	2
			4	18	10
PHASE FOUR					
WLD	1123 (b&c)	Inert Gas Welding	3	12	7
WLD	1122	Commercial and Industrial Practices	2	6	5
WLD	1125	Certification Practices	1	3	2
			6	21	14

ELECTRICAL INSTALLATION AND MAINTENANCE

The graduate of the electrical trades program will be qualified to enter an electrical trade as an on-the-job trainee or apprentice, where he will assist in the planning, layout, installation, check out, and maintenance of systems in residential, commercial, or industrial plants. He will have an understanding of the fundamentals of the National Electrical Code regulations as related to wiring installations, electrical circuits, and the measurements of voltage, current, power, and power factor of single and polyphase alternating circuits. He will have a basic knowledge of motor and motor control systems; industrial electronic control systems business procedures, organization, and practices; communicative skills; and the necessary background to be able to advance through experience and additional training through upgrading courses offered at the institute.

FALL QUARTER

			Hours Per Week Class	Hours Per Week Lab	Quarter Hours Credit
DFT	1110	Blueprint Reading — Building Trades	3	0	3
ENG	1101(a)	Reading Improvement	2	0	2
ELC	1123	Electrical Installation	2	6	4
MAT	1101(a)	Fundamentals of Math	5	0	5
PLU	1115	Plumbing and Installation	3	9	6
			15	15	20

WINTER QUARTER

DFT	1111	Blueprint Reading and Sketching	0	3	1
ENG	1101(b)	Reading Improvement	2	0	2
ELC	1113	Alternating Current and Direct Current Machines and Controls	5	12	9
MAT	1101(b)	Fundamentals of Math	5	0	5
			12	15	17

SPRING QUARTER

DFT	1113	Blueprint Reading — Electrical	0	3	1
ENG	1102	Communications Skills	3	0	3
ELC	1124	Residential Wiring	5	9	8
ELC	1118	Industrial Electronics	3	6	5
			11	18	17

SUMMER QUARTER

ELC	1125	Commercial and Industrial Wiring	5	12	9
ELN	1119	Industrial Electronics	3	6	5
BUS	1103	Small Business Operations	3	0	3
			11	18	17

LIGHT CONSTRUCTION

Course Title			Hours Per Week		Quarter Hours Credit
			Class	Lab	
FIRST QUARTER					
MAT	1101(a)	Fundamentals of Math	5	0	5
CAR	1101(a)	Carpentry	5	15	10
ENG	1101(a)	Reading Improvement	2	0	2
DFT	1110	Blueprint Reading and Bldg. Trades	3	0	2
SECOND QUARTER					
MAT	1101(b)	Fundamentals of Math	5	0	5
CAR	1101(b)	Carpentry	5	12	9
ELC	1123	Electrical Installation	1	2	3
DFT	1111	Blueprint Reading and Sketching	3	0	3
ENG	1101(b)	Reading Improvement	2	0	2
THIRD QUARTER					
BUS	1103	Small Business Operations	3	0	3
MAS	1101	General Masonry	5	12	9
DFT	1145	Specifications and Contracts	1	0	1
PLU	1115	Plumbing and Installation	1	4	3
PSY	1101	Human Relations	3	0	3
FOURTH QUARTER					
CAR	1124 (a)	Residential and Commercial Construction	3	24	11
MAT	1114	Estimating Construction Costs	3	0	3
		Work Practices			
FIFTH QUARTER					
CAR	1124(b)	Residential and Commercial Construction	0	20	10
MAT	1114(a)	Construction Estimating	3	0	3
MEC	1136	Mechanical Installation	1	4	3
SIXTH QUARTER					
PAD	1124	Painting and Refinishing	3	12	7
CAR	1102(a)	Cabinetmaking	3	12	7
SEVENTH QUARTER					
MEC	1136	Building Mechanics	2	6	4
CAR	1102(b)	Cabinetmaking	3	12	7
MEC	1113	Shop Processes	1	3	2

LIGHT CONSTRUCTION

Purpose of Curriculum

The potential craftsman in modern construction can be developed in many ways. This program is designed to prepare the learner to enter employment in a variety of payroll jobs in several branches of the light construction or building trades industry. Graduates may obtain employment as apprentices, or helpers with carpenters, bricklayers, or cement-masonry contractors. They will have a basic knowledge of electrical and plumbing installation for home buildings.

The graduates will have experience in blueprint reading and sketching, thus, he will be able to interpret prints and make basic sketches. The program is arranged on a part-time basis which will afford adults, now working, to retrain for a light construction entry job. Also, this program will afford many people living in small towns or sparsely populated counties the opportunity to learn the fundamentals of the light construction industry, and to become employed in these business operations.

Job Description

For men without previous experience in the light construction trades, a graduate should have sufficient training to be employed as an apprentice with advanced credit toward a journeyman's certificate. These graduates will have experiences needed to work as building maintenance mechanics in small industries, public buildings, schools and apartment houses. Some men, after satisfactory experience, may enter business for themselves.

DEVELOPMENTAL STUDIES

Before a student is admitted to college transfer or technical courses, he must show evidence of sufficient background in composition, reading, and mathematics to predict success, assuming a reasonable effort on his part. To assist the inadequately prepared student in acquiring and strengthening the basic skills, the college maintains a continuous program of developmental studies in cooperation with all divisions (College Transfer, Vocational-Technical, General Adult.)

Developmental courses in composition, reading, and mathematics meet five hours a week during an academic quarter or ten hours a week during a six-weeks summer session, in order to provide in-depth instruction with laboratory experiences fitted to individual student needs. These courses do not carry college credit; however, it is the philosophy of the college that offerings of this nature are vital to the best interest of the student.

DEVELOPMENTAL STUDY PROGRAMS FOR VETERANS

(Approved by Veterans' Administration for students enrolled under G.I. Bill)

PROGRAM	**ESTIMATED TIME REQUIRED**
High School Equivalent Program	**Clock Hours**
MATHEMATICS	
Basic Mathematics	110
Algebra I	55
ENGLISH	
English 2600 or its equivalent	110
English 3200 or its equivalent	110
Reading Improvement	165
SOCIAL STUDIES	
American Government	55
History of the United States	55
Geography of the United States	55
SCIENCE	
General Science: Biology and Chemistry or its equivalent	55
General Science: Measurement, Meteorology, and Astronomy of its equivalent	55
Approximately 9 months:	825

The above High School equivalency is based on 25 hrs.-wk. for 33 weeks. (3 Quarters)

Liberal Arts Preparatory Program	**Clock Hours**
ENGLISH	
Eng 091-English Grammar	55
Eng 092-English Composition	55
Eng 093-Reading Improvement	55
Eng 094-Note Taking	55
Remedial English Laboratory (if indicated)	110
MATHEMATICS	
Mat 091-General Mathematics	55
Mat 092-Algebra	55
Mat 093-Geometry	55
Remedial Math Laboratory (if indicated)	110
Approximately 6 months:	605

ENG 092 **Grammar and Composition**
A course for the improvement of written communication, with emphasis on sentence structure and paragraph construction. Grammar will be reviewed as a tool for composition.

ENG 093 **Reading Improvement**
A course for the improvement of reading skills, emphasizing comprehension and speed, work attack skills, vocabulary and spelling. Instruction will be individualized to enable the student to progress from his present reading level.

MAT 091 **Developmental Mathematics**
A course for those students deficient in algebra or who have had no algebra. An introduction to algebra consisting of a study of the fundamental operations with algebraic numbers, first degree equations in one and two unknowns, and the mathematical laws basic to algebra.

MAT 092 **Developmental Mathematics**
A study of special products and factoring, algebraic fractions, equations containing fractions, systems of linear equations, powers and roots, and logarithms.
Prerequisites: MAT 091 or placement by the counselor or instructor.

MAT 093 **Developmental Mathematics**
The study of quadratic functions and equations, systems of quadratic equations, series, binominal theorem, permutations and combinations, probility, and trigonometry.
Prerequisites: MAT 092 or placement by counselor or instructor.

SPH 091 **Speech Improvement**
A course in the improvement of speech patterns dealing with enunciation, pronunciation, language usage, and with various means of communication, public speaking, drama, radio, and television.

COURSE DESCRIPTIONS

BUSINESS

BUS 1103 **Small Business Operations**

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.
Prerequisite: None.

COSMETOLOGY (COS)

COS 1101 **Introduction to Cosmetology (COS)**

Designed to give the student a background for the profession and an understanding of the laws and civic responsibilities involved.

COS 1102 **Bacteriology, Sanitation, and First Aid**

A study of bacteriology to prevent the spread of disease in the shops, and instructions in sanitary measures and laws. Emphasis is placed on safety and methods of rendering first aid. Also instruction in health needs and habits of an individual.

COS 1103 **Shampoo and Rinse**

This course covers the theory and practical training necessary to develop the manipulative skill for shampooing. Emphasis is placed on composition and application of various rinses.

COS 1105 **Finger Waving and Pin Curling**

A study of hair, use of comb, fingers, and waving lotion to produce a wave. The different styles of finger waving, pin curling, and roller curl are studied to enable the student to make application of finger waving and pin curling to various hair styles.

COS 1106 **Hair Shaping**

Skill in the use of scissors and razor for shaping the hair is developed in this course. The student becomes familiar with various methods of cutting hair which may be applied to specific hair styling and permanent waving.

COS 1107 **Manicuring**

The care of the hands and nails with emphasis on correct procedures, techniques, materials, and equipment used in giving a manicure. Also attention devoted to developing an understanding of the relationship between customer and operator.

COS 1110 **Permanent Waving — Cold and Heat Wave**

This course is designed to provide a foundation for the practical art of permanent waving. Such topics as types of permanent waves, texture and elasticity of hair, and shaping of hair are included. Also the methods of permanent waving are taught.

COS 1111	**Hair Styling and Wig Care** This course deals with the fundamental principles of hair styling and wig care. Thorough study of the contour of the head and face a student learns to see the relationship of these features to various hair styles. Also extensive practice in the proper use of sculpture curls, brushing, and combing are included.
COS 1112	**Personality** Designed to develop a pleasing personality, charm, and poise necessary to everyone in the beauty field.
COS 1115	**Tinting and Bleaching** A study of techniques and applications involved in giving hair tints and bleaches; reaction of chemicals to certain textures of hair; composition, merits, and limitations of softeners, developers, hair tints, and bleaches.
COS 1116	**Scalp Treatments** A study of the principles, techniques, materials, supplies, and applications used in giving scalp treatments.
COS 1118	**Anatomy** The structure and function of the bones, muscles, and nerves with particular emphasis upon their application of cosmetology.
COS 1119	**Anatomy** A continuation of Anatomy with additional emphasis on the structure and function of bones, muscles, and nerves as applied to the work of the cosmetologist. Prerequisite: COS 1118.
COS 1120	**Facials** Designed to aid in the understanding of the principles, techniques, purposes, application and benefits of facial massage and cosmetic use. The various types of facials appropriate for different types of skin studied.
COS 1121	**Disorders of Skin, Nails, and Hair** The cause, identification, and treatment of common skin disorders and scalp diseases.
COS 1122	**Electricity** Designed to acquaint the student to electricity in its different phases as applied to cosmetology. Such topics as wallplate, high frequency, and electrodes are studied and discussed.
COS 1123	**Chemistry** Designed to give the student an understanding of the basic principles of chemistry as they apply to the field of cosmetology. The major areas of work studied in this course are: fundamentals of chemistry, chemistry of soaps, hair preparations, nail preparations, deodorant preparations, creams and lotions, and facial preparations.
COS 1124	**Operational Management** Designed to give the student an understanding of the principles relating to the operation of a beauty shop. Emphasis on equipment, finance, and management.

DRAFTING

DFT 1101 **Schematics and Diagrams, Measurement, Tools and Engines**
Development of ability to read and interpret blueprints, charts, and service manuals. Information on the basic principles of lines, views, dimensions, and notes. A course designed to give the student a broad knowledge of measuring and to interpret those instruments used to measure all factors relevant to engine repairs.

DFT 1102 **Schematics and Diagrams (Electrical and Fuel Systems)**
Development of ability to read and interpret blueprints, charts, and service manuals. A course designed to give the student a broader knowledge of schematics and diagrams as they relate to the automotive electrical and fuel systems.

DFT 1103 **Schematics and Diagrams (Chassis and Brakes, etc.)**
Development of ability to read and interpret blueprints, charts, and service manuals. A course designed to give the student a broader knowledge of schematics and diagrams as they relate to automotive brakes, chassis, and suspension.

DFT 1104 **Blueprint Reading: Mechanical**
Interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures and notes.
Prerequisite: None.

DFT 1117 **Blueprint Reading: Welding**
A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specifications.
Prerequisite: DFT 1104.

DFT 1118 **Pattern Development and Sketching**
Continued study of welding symbols; methods used in layout of sheet steel; sketching of projects, jigs, and holding devices involved in welding. Special emphasis is placed on developing pipe angle layouts by the use of patterns and templates.
Prerequisite: None.

DFT 1110 **Blueprint Reading: Building Trades**
Principles of interpreting blueprints and specifications common to the building trades. Development of proficiency in making three-view and pictorial sketches.
Prerequisite: None.

DFT 1111 **Blueprint Reading and Sketching**
Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundations, floor plans, elevations, walls, doors and windows, and roofs of buildings. Development of proficiency in making three-view and pictorial sketches.
Prerequisite: DFT 1110.

DFT 1113 **Blueprint Reading: Electrical**

Interpretation of schematics, diagrams, and blueprint applicable to electrical installations with emphasis on electrical plans for domestic and commercial buildings. Sketching schematics, diagrams, and electrical plans for electrical installations using appropriate symbols and notes according to applicable codes will be a part of this course.

DFT 1145 **Specifications and Contracts**

The purpose and writings of specifications will be studied along with their legal and practical application to working drawings. Contract documents will be analyzed and studied for the purpose of client-architect-contractor responsibilities, duties, and mutual protection.
Prerequisites: DFT 1111, MAT 1112, MAT 1114.

ELECTRONIC SERVICING

ELC 1112 **Direct and Alternating Current**

A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. An analysis of direct current circuits by Ohm's Law and Kirchhoff's Law. A study of the sources of direct current voltage potentials. Fundamental concepts of alternating current flow, reactance, impedance, phase angle, power, and resonance. Analysis of alternating current circuits.
Prerequisite: None.

ELC 1113 **Alternating Current and Direct Current Machines and Controls (9)**

Provides fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers, and motors. Instruction in the use of electrical test instruments in circuit analysis. The basic concepts of AC and DC machines and simple system controls. An introduction to the type control used in small appliances such as: thermostats, times, or sequencing switches.
Prerequisites: ELC 1112, MAT 1115.

ELECTRICITY

ELC 1124 **Residential Wiring (8)**

Provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential applications such as: services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups.
Prerequisites: ELC 1113, DFT 1110.

ELC 1125 **Commercial and Industrial Wiring (9)**

Layout, planning, and installation of wiring systems in commercial and industrial complexes, with emphasis upon blueprint reading and symbols, the related National Electrical Codes, and the application of the fundamentals to practical experience in wiring, conduit preparation, and installation of simple systems.
Prerequisites: ELN 1118, ELC 1124.

Industrial Electronics (5)
Basic theory, operating characteristics, and application of vacuum tubes such as: diodes, triodes, tetrodes, pentodes, and gaseous control tubes. An introduction to amplifiers using triodies, power supplies using diodes, and other basic applications.
Prerequisites: ELN 1118.

ELN 1119

Industrial Electronics (5)
Basic industrial electronic systems such as: motor controls, alarm systems, heating systems and controls, magnetic amplifier controls, welding control systems using thyratron tubes, and other basic types of systems commonly found in most industries.
Prerequisites: ELN 1118.

ELN 1122

Vacuum Tubes and Circuits
An introduction to vacuum tubes and their development; the theory characteristics and operation of vacuum diodes, semiconductor diodes, rectifier circuits, filter circuits, triodes, and simple voltage amplifier circuits.
Prerequisites: ELC 1112, MAT 1115.

ELN 1123

Amplifier Systems
An introduction of commonly used servicing techniques as applied to monophonic and stereophonic high fidelity amplifier systems and auxiliary equipment. The operation and servicing of inter-communication amplifiers and switching circuits will also be taught.
Prerequisites: MAT 1115, ELN 1122.

ELN 1125

Radio Receiver Servicing
Principles of radio reception and practices of servicing; included are block diagrams of radio receivers, servicing techniques of AM and FM receivers by resistance measurements, signal injection voltage analysis, oscilloscope methods of locating faulty stages and components, and the alignment of AM and FM receivers.
Prerequisites: ELN 1123, ELN 1122, MAT 1116.

ELN 1126

Transistor Theory and Circuits
Transistor theory, operation, characteristics and their application to audio and radio frequency amplifier and oscillator circuits.
Prerequisite: MAT 1117, ELN 1122, ELN 1123.

ELN 1127

Television Receiver Circuits and Servicing
A study of principles of television receivers, alignment of radio and intermediate frequency amplifiers, adjustment of horizontal and vertical sweep circuits will be taught. Techniques of trouble-shooting and repair of TV receivers with the proper use of associated test equipment will be stressed.
Prerequisites: ELN 1126, ELN 1125.

ELN 1128

Television Receiver Circuits and Servicing
A second quarter continuation of ELN 1127 with additional study of more specialized servicing techniques and oscilloscope waveform analysis will be used in the adjustment, trouble-shooting and repair of the color television circuits.
Prerequisites: ELN 1125, ELN 1126, ELN 1127, MATH 1118.

ELN 1129 **Electronic Systems**
A block diagram course investigating numerous electronic systems. Modules or blocks of various circuits already studied are arranged in various manners to produce complex electronic systems. Systems will be explained and reduced to function and then to block diagrams.
Prerequisites: ELN 1122, ELN 1123, ELN 1127, ELN 1128.

ELN 1130 **Electronic Systems**
A second quarter continuation of ELN 1129 with additional studies in AM, FM, and Single Sideband transmitters and pulse-modulated systems, computers, telementry, navigational systems, sonar and radar will be considered.
Prerequisites: ELN 1129.

ELN 1220 **Electronic Systems**
A block diagram course investigating numerous electronic systems. Modules or blocks of various circuits already studied are arranged in various manners to produce complex electronic systems. Systems will be explained and reduced to functions and then to block diagrams. AM, FM, and Single Sideband transmitters and receivers, multiplexing, TV transmitters and receivers, pulse-modulated systems, computers, telemetry, navigational systems, sonar and radar will be considered.

ENGLISH

ENG 1101 **Reading Improvement**
This course is designed to improve the reading skills which are so critical in the job market. Emphasis is on word attack, word meanings, comprehension, and speed. Students study and write or fill occupational forms and papers.
Prerequisite: None.

ENG 1102 **Communication Skills**
This course is designed to promote effective communication through the practice of good language habits in speaking and writing.
Prerequisite: None.

ENG 1103 **Report Writing**
This course deals with basic principles and forms of writing that any student needs to know but with emphasis on industrial writing needs. It requires the preparation of a variety of technical writing assignments.
Prerequisite: None.

LIGHT CONSTRUCTION

CAR 1101 (a) **Carpentry**
A brief history of carpentry and the present trends of the construction industry. The course will involve operation, care and safe use of carpenter's handtools and powertools in cutting, shaping, and joining construction materials used in carpentry work.
Prerequisite: None.

CAR 1101 (b)

Carpentry
Major topics of study will include theoretical and practical applications involving: materials and methods of construction, building layout, preparation of site, footings, and foundation wall construction including form construction and erection.
Prerequisite: CAR 1101 (a)

CAR 1102

Cabinetmaking
Cabinetmaking and millwork as performed by the general carpenter for building construction. Use of shop tools and equipment will be emphasized in learning methods of construction of millwork and cabinetry. Practical application will include measuring, layout, and construction of: base and wall cabinets, built-in desks, door and window frames, stairs, and interior and exterior cornice, and trim. Materials and finishes also will be studied.

ELC 1123

Electrical Installation
Provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential applications such as: services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups.
Prerequisite: DFT 1110.

MAS 1101 (a)

Masonry
The history of the bricklaying and the masonry industry, raw materials, basic manufacturing processes and terminology. Clay and shell brick, mortar, laying foundations, cutting masonry materials, bonding, and the use, care, and maintenance of tools. Practice is given in selecting the proper mortars, layout and construction of various building elements.

MEC 1136

Building Mechanics
The building mechanic is known as a general handyman or utility repairman. He uses the tools of the several trades to install and adjust mechanical equipment such as air conditioning and heating, connect electrical motors and switches. He maintains floor surfaces with modern protective materials, repairs and paints woodwork, brick and plaster walls, windows, doors and maintains locks, plumbing, and other hardware.

PAD 1124

Painting and Finishing
Instruction is given in preparing interior surfaces and exterior areas for painting and finishing. Training is given in the operation of sanding and spray equipment as well as the application of stains, fillers, putties, and paint by hand. Instruction is offered in protecting property, erection of scaffolds, application of various types of materials, plus the evaluation of quality of finishes.

PLU 1115	**Plumbing Installations** The students are introduced to the tools, fittings, and equipment used by plumbers. They spend considerable time learning to handle these materials and tools correctly by: cutting pipe, threading, caulking, and sweating joints of the various kinds of pipe and tubing. Plumbing installations are made to provide practical applications. Heating devices, the storage, and circulation of hot water will be studied. The student will receive practice in the installation of various plumbing fixtures and the proper use of traps. Field trips should be taken to study various types of installation.
MEC 1113	**Shop Processes** Study of practices used in metalworking shops; introduction to how materials can be utilized, and to the processes of shaping, forming, and fabricating of metals. Demonstration of the metal-working lathes, grinders, drills, milling machines, shapers, planers, saws, broachers, gear-cutting machines, and finishing machines. A study of the capabilities of these machines.

MATHEMATICS

MAT 1101 (a)	**Fundamentals of Math** Practical number theory. Analysis of basic operations: addition, subtraction, multiplication, and division. Fractions, decimals, powers and roots, percentages, ratio and proportion as applied to the building trades.
MAT 1101 (b)	**Fundamentals of Math** Plane and solid geometric figures using industrial applications; measurement of surfaces and volumes. Introduction to algebra using formulas applicable to the building trades. Practice in depth using related problems. Prerequisite: MAT 1101 (a).
MAT 1101	**Fundamentals of Mathematics** Practical number theory. Analysis of basic operations: addition, subtraction, multiplication, and division. Fractions, decimals, powers and roots, percentages, ratio, and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades.
MAT 1102	**Algebra** Basic concepts and operations of algebra: historical background of our base-10 number system; algebraic operations: addition, subtraction, multiplication and division; fractions, letter representation, grouping, factoring ratio and proportions, variation; graphical and algebraic solution of first degree equations: solution of simultaneous equations by addition and subtraction, substitution, graphing; exponents, logarithms, tables and interpolation. Prerequisite: None.
MAT 1103	**Geometry** Fundamental properties and definitions: plane and solid geometric figures, selected general theorems, geometric construction of lines, angles, and plane figures. Dihedral angles, angles, areas of plane figures, volumes of solids. Geometric principles are applied to shop operations.

MAT 1114 **Estimating II**
This is a practical mathematics course in estimating costs from prints and specifications especially for the electrical and plumbing installations. Other problems are selected to insure the mastery of the basic principles of mathematics essential to the electrical and plumbing trades.
Prerequisite: MAT 1101 (a), MAT 1101 (b).

MAT 1115 **Electrical Mathematics**
An introductory algebra course with trigonometry and vectors needed in alternating current; algebraic operations of addition, subtraction, multiplication, and division; use of letters and signs, grouping, factoring; exponents, ratios, and proportions; algebraic and graphic solutions of first-degree equations; introduction to trigonometric functions, their graphs and applications to right triangles. Addition, subtraction, and resolution of vector quantities.
Prerequisite: None.

MAT 1116 **Electrical Mathematics**
A working knowledge of the powers of 10, Ohm's Law for series and parallel circuits, quadratic equations, Kirchoff's Law, trigonometric functions, plane vectors, alternating currents, vector algebra, and logarithms.

MAT 1117 **Continuation of 1116 Through Calculus.**
MAT 1118 **Continuation of 1117 Through Calculus.**

MECHANICS

MEC 1101 **Machine Shop Theory and Practice I**
An introduction to the machinist trade and the potential it holds for craftsmen. Deals primarily with the identification, care and use of basic hand tools and precision measuring instruments. Elementary layout procedures and processes of lathe, drill press, grinding (off-hand) and milling machines will be introduced both in theory and practice.
Prerequisite: None.

MEC 1102 **Machine Shop Theory and Practice II**
Advanced operations in layout tools and procedures, power sawing, drill press, surface grinder, milling machine shaper. The student will be introduced to the basic operations on the cylindrical grinder and will select projects encompassing all the operations, tools, and procedures thus far used and those to be stressed throughout the course.
Prerequisite: MEC 1101.

MEC 1112 **Machine Shop Processes**
To acquaint the student with the procedures of layout work and the correct use of hand and machine tools. Experiences in the basic fundamentals of drill press and lathe operation; hand grinding of drill bits and lathe tools; set-up work applied to the trade.

MEC 1113 **Shop Processes**
Study of practices used in metalworking shops: introduction to how materials can be utilized, and to the processes of shaping, forming and fabricating of metals. Demonstration of the metalworking lathes, grinders, drills, milling machines, shapers, planers, saws, broachers, gear-cutting machines and finishing machines. A study of the capabilities of these machines.

MEC 1115 **Treatment of Ferrous Metals**

Investigates the properties of ferrous metals and tests to determine their uses. Instructions will include some chemical metallurgy to provide a background for the understanding of the physical changes and causes of these changes in metals. Physical metallurgy of ferrous metals, producing iron and steel, theory of alloys, shaping and forming, heat treatments for steel, surface treatments, alloy of special steel, classification of steels, and cast iron will be topics for study.

MEC 1133 **Electrical and Mechanical Maintenance**

To acquaint the student with the basic fundamentals of installation, maintenance, and repair of machines. Miscellaneous electrical, mechanical, hydraulic, pneumatic, and lubrication devices are installed and maintained. Methods of rigging and machine installation including location, leveling, and fastening are covered. The use of precision measuring tools and checking for accuracy, squareness, and correct center line distances is stressed for pre-start inspection.
Prerequisites: MEC 1101, MEC 1102, DFT 1104, DFT 1113.
Corequisite: ELC 112.

MEC 1140 **Hydraulics — Fundamentals**

This course is arranged to give the student a general knowledge of the basic components of hydraulic systems, as well as a general understanding of the basic laws and formulas used in simple hydraulic calculations. Course covers such topics as the use of standard hydraulic symbols, pumps, control valves, control assemblies, actuators, and basic maintenance procedures.
Prerequisite: None.

MEC 1124 **Structure of Metals**

Elementary and practical approach to metals, their structure, markings, classifications, and uses. Interpretation of properties and specifications of steels by use of manuals, catalogs, charts, etc.

PHYSICS

PHY 1101 **Applied Science (Physical Science — Physics)**

Comprehensive review covering several of the basic principles of Physics. The divisions included are general laboratory procedures, properties and relationships of matter and energy, systems of measurement, force and motion, friction, and power transmission; heat, electricity, wave motion and electromagnetic waves.
Prerequisite: None.

PHY 1102 **Applied Science (Physical Science — Chemistry)**

Comprehensive review covering several of the basic principles of chemistry. The divisions included are general laboratory procedures, mass and energy interconversion, the atomic nucleus, the periodic table, inorganic substances, organic substances and the earth's composition.

AUTO MECHANICS

PME 1101	**Internal Combustion Engine** Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing.
PME 1102	**Engine Electrical and Fuel Systems** A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories, and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system. Prerequisite: PME 1101.
PME 1103	**Automotive Air Conditioning** General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system. Prerequisite: PHY 1102.
PME 1121	**Braking Systems** A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustments and repair. Prerequisite: PHY 1102.
PME 1123	**Automotive Chassis and Suspension Systems** Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, and front end and alignment. Prerequisite: PME 1102.
PME 1124	**Automotive Power Train Systems** Principles and functions of automotive power train systems: Clutches, transmission gears, torque converters, drive shaft assemblies, rear axles, and differentials. Identification of troubles, servicing, and repair. Prerequisites: PHY 1102, AUT 1123.
PME 1125	**Automotive Servicing** Emphasis is on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Troubleshooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing, and replacing.

PME 1202

Auto Elect-Electronics
Thorough study of theory and operation of individual automotive electrical units. Analysis and repair of all automotive electrical components. To supplement the engine electrical course for first-year students and help them develop a knowledge of transistor circuits and their application to conventional electrical components and circuitry.

PME 1203

Advanced Auto-Tune Up
Study of operation of various tune-up equipment. Shop practice in use of tune-up equipment on live projects. This practical course should help the student to increase his work experience with the more technical aspects of engine tune-ups and should develop his knowledge of the waveforms of the oscilloscope and other test units on the Tune-up Tester. The student should be able to put to practical use, the basic theory of electricity, storage batteries, ignition systems, cranking motors, charging circuits, and engine principles which he has already learned.

PME 1221

Advanced Front Suspension and Power Steering
A study of the various types of automotive frames (car and truck), theory of weight distribution, and front suspension parts mounting. Theory of operation, correct disassembly and assembly of all front suspension parts. Designed to give a thorough understanding of steering gears (power and standard), shock absorbers, springs, wheels, tires, power steering, pumps, rams, etc. Theory of steering geometry as related to the construction to various automotive front ends. Theory of balancing and the correct use of various types of balancing machines. A study of and practice in the use of alignment specification charts and machines. Analysis and correction of tire wearing problems, vibrations, hard steering, ducking, pulling, etc. Shop practice in diagnosis and correction of problems.

PME 1224

Advanced Automatic Transmission
In order to round out the Automotive Curriculum, a special course is incorporated here to give greater depth in the understanding of Automatic Transmission. With the event of this type of transmission in the automotive field, a whole new area of service and repair has been opened up to the Auto Mechanic. This course acquaints the student with the basic principles of all automatic transmissions with detailed analysis of the components, fluid couplings, and torque converter. Theory of hydraulic pressures coupled with gear trains, with emphasis on identification of troubles which develop in these components and the correct servicing and repair.

Advanced Auto Servicing or Elective
Emphasis on troubleshooting and repairing the various component systems of the automobile, providing an extra range (beyond that of PME 1125) of testing, adjusting, repairing, and replacing experiences.

PRACTICAL NURSE EDUCATION

PNE 1101 (a)	**Fundamentals of Practical Nursing** Interpretation of the role of the practical nurse student and basic knowledge to be used in performing nursing. Philosophy and objectives of practical nursing in the Technical Institute setting. Using adequate study methods and materials. Principles basic to nursing practice. Body mechanics for nurse and patient. Sterilization techniques and disinfection methods. Principles of medical and surgical asepsis. Use of hospital equipment. Techniques in daily hygienic patient care. Spoken and written communications for nurses. Laboratory practice in simple skills and hygienic care of patients.
PNE 1101 (b)	**Personal and Vocational Adjustments** Beginning knowledge of interpersonal relationships in nursing. Nursing ethics, legal aspects of practical nursing. Organizations for the graduate practical nurse. Nursing history. The nursing team.
PNE 1102	**Nutrition and Diet Therapy** Designed to give knowledge of the basic principles of nutrition for nurse and patient. Functions and sources of nutrients. The mechanics of digestion, absorption, and metabolism of nutrients. Principles of meal planning. Nutritional requirements for all age groups modified by religious, cultural, social, psychological aspects. Diet modification according to disease or disorder.
PNE 1103	**Anatomy and Physiology** A thorough study of the general plan of the body and the nine systems: nervous, endocrine, skeletal, muscular, circulatory, digestive, respiratory, urinary, male and female reproductive system. Designed for understanding of how the body controls its functions, how the body stands erect and moves, how the body distributes food and oxygen and removes waste, how the body provides for survival.
PNE 1104	**Introduction to Pediatrics** Designed to show the patient as a member of a family whose life is altered in illness. Normal child development from birth to old age. Fears, hospitalization of the young child, school age adolescent. Community resources affecting the family. Leisure time and diversions for the adult and child. Physical changes with age. Mental and personality changes of the elderly. Community responsibilities and resources for young and old.
PNE 1106	**Medical-Surgical Nursing I** Planned to give beginning understanding of the nursing care of common problems caused by illness. Emotional reactions caused by illness and hospitalization. Nurse-patient relationships. Fundamental processes of illness and nursing care. Physiology, reactions and nursing care of pain, Diagnostic tests. The nursing needs of the cancer patient. Anesthetic agents and the uses for them. Preoperative and postoperative nursing care. Rehabilitation. Modification of diet for disease conditions.

PNE 1107 **Maternity Nursing**

Presentation of modern aspects of maternity nursing with emphasis on normal obstetrics. Detailed presentation of material on nursing care during antepartum, labor, and postpartum periods. Care of the newborn baby and methods of teaching new mothers. Emphasis is to provide better and safer care for the expectant mother and her baby.

PNE 1105 **Pharmacology I**

Foundation of basic mathematics including decimals, percentages, fractions, and ratios.

PNE 1108 **Nursing of Children**

Understanding of the scope and aims of modern nursing of children. Physical differences in the child from the adult. Methods of answering the needs of the hospitalized child and his parents. Common disorders of children and their implications for nursing care.
Prerequisite: PNE 1104.

PNE 1109 **Pharmacology II**

Development of the skill of giving oral medications. Knowledge of drug sources, methods of preparation, and storage. The classification of drugs by use and by drug content. Conversion between the Apothecary and Metric Systems.
Prerequisite: PNE 1105.

PNE 1110 **Clinical Experience**

Beginning experience in a general hospital under supervision of clinical teachers. Opportunities for practicing skills learned in laboratory practice. Emphasis on basic hygienic care for ambulatory and bed patients. Practice in charting nurses' notes and making observations with the use of testing materials and instruments. Beginning opportunities to develop concepts needed for caring for patients as a part of a nursing team.
Prerequisite: PNE 1101 (a), PNE 1101 (b).

PNE 1111 **Medical-Surgical Nursing II**

Designed to develop knowledge of common disorders of body systems, the nursing care, socio-psychological implications. Includes disorders of the cardiovascular, Gastro-Intestinal, Respiratory, and Integumentary systems. Disorders of eye, ear, nose, and throat.
Prerequisite: PNE 1106.

[illegible] 1112 **Pharmacology III**

Development of a thorough knowledge of the equipment and sterile techniques used in preparing and giving injections. Administration of drugs by inhalation, topical application. Insulin therapy. Home drug preparation and storage. Further study in the classification of drugs by use and drug content.
Prerequisite: PNE 1105, PNE 1109.

PNE 1116 **Clinical Experience**
Further experience in the practice of nursing skills. Continued experiences in the basic areas of medical-surgical nursing, pediatric nursing or obstetrical nursing. Experience in giving oral and topical medications under the direction of clinical teacher. Emphasis on observation of signs and symptoms and taking part in making nursing judgments in team conference. Isolation techniques and practice, oxygen therapy.

PNE 1115 **Pharmacology IV**
Further study in the classification of drugs by use and drug content.
Prerequisite: PNE 1105, PNE 1109, PNE 1112.

PNE 1114 **Medical-Surgical Nursing III**
Continuation of the study of disorders of the body systems. Includes Musculo-Skeletal, Endocrine, and Nervous Systems, Urological disorders, nursing care, and first aid.
Prerequisite: PNE 1106, PNE 1111.

PNE 1113 **Clinical Experiences**
Student learns her role as an assistant to the professional nurse in caring for the more seriously ill patient. Continued experience in the basic areas of medical-surgical nursing, pediatric nursing or obstetrical nursing under supervision of clinical teachers. Practice in giving injections under the direct supervision of a clinical teacher. Experience in more complicated nursing treatments. Organization for patient care for large groups of patients.

PSYCHOLOGY

PSY 1101 **Human Relations**
This course is designed to prepare the student to handle human relationships effectively on the job and thus meet management's expectations of individual and group productivity.

WELDING

WLD 1122 **Commercial and Industrial Practices**
Designed to build skills through practices in simulated industrial processes and techniques; sketching and laying out on paper the size and shape description, listing the procedure steps necessary to build the product, and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding and nondestructive tests and inspection.
Prerequisites: WLD 1141, WLD 1142.

WLD 1123 **Inert Gas Welding**
Introduction and practical operations in the use of iner-gas-shield arc welding. A study will be made of the equipment, operation, safety and practice in the various positions. A thorough study of such topics as: principles of operation, shielding gases, filler rods, process variations and application, manual and automatic welding.
Prerequisites: WLD 1141, WLD 1142.

WLD 1124	**Pipe Welding** Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed positon using shielded metal arc welding processes according to sections VIII and IX of the ASME code. Prerequisites: WLD 1141, WLD 1142.
WLD 1125	**Certification Practices** This course involves practice in welding the various materials to meet certification standards. The student uses various tests including the guided bend and the tensile strength tests to check the quality of his work. Emphasis is placed on attaining skill in producing quality welds. Prerequisites: WLD 1141, WLD 1141.
WLD 1126	**Continuation of WLD 1125.**
WLD 1141	**Beginning Welding** Introduction to the history of oxyacetylene cutting and welding, the principles of cutting and welding, the nomenclature of the equipment, assembly of the unit, preparation of metals, types of joints, welding procedures and testing of the weld. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead positions, and the cutting of straight lines with the torch. Safety procedures are stressed throughout the program of instruction.
WLD 1142	**Intermediate Welding** The operation of various AC transformers and AC-DC rectifiers and DC motor generator arc welding machines. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weaknesses in welding. Safety procedures are emphasized throughout the course.

ADULT EDUCATION AND EXTENSION

ADULT BASIC EDUCATION

Adult Basic Education is a program with one major purpose — to assist adults who wish to improve their skills in oral and written communication, arithmetic, basic science, and social studies. Classes meet two nights weekly in the local communities where there is a sufficient number of interested adults.

No registration fee is required and materials are provided by the institute. All materials used have been especially prepared with emphasis on individual needs and interests.

Classes are organized in the following levels:

LEVEL I

The basic fundamentals of reading, writing, and arithmetic are stressed in Level I. The course is designed to bring adults to a functional level whereby individual study is possible. Some basic science and social studies are introduced at this level.

LEVEL II

Additional development of the fundamental skills is stressed. The student learns to work individually and independently. Science and social studies are included in the curriculum at this level.

LEVEL III

Level III is a continuation of the second level with more individual study and a greater scope of subject matter. With the completion of Level III the adult should be equipped to go into the Adult High School Program.

LEVEL IV

The Adult High School courses are designed for adults. These courses are available for those who are interested in receiving their High School Equivalency Certificate. The students are placed in the learning environment according to the results of preliminary testing. When scores indicate that the required achievement level has been attained, students are then eligible to receive the High School Equivalency Certificate. These courses are available in Northampton, Bertie, Hertford, and Gates Counties.

CULTURAL, CREATIVE AND GENERAL INTEREST COURSES — EXTENSION DIVISION

The cultural, creative and general interest courses offered by the institute enables the adult to further develop an area of his interests.

Courses offered vary each quarter according to interest and demand. The courses listed are some that have been taught in the past and some we plan to offer in the immediate future. Others may be offered upon request. All curriculum courses offered during the day are offered at night with credit issued towards a degree of diploma.

Decoupage
Pocketbook Making
Choral Music
Crocheting
Crewel Embroidery
Powder Puff Mechanics
Millinery
Tailoring
Drapery Making
Bedspread Making
Rug Making
Driver Education
Brickmasonry
ABC Shorthand

Speed Reading
Carpentry
Upholstery
Flower Arranging
Interior Decorating
Knitting
Cabinetmaking
Pilot's Ground Course
Stocks and Bonds
Air Conditioning
Electric Motor Repair
Income Tax Reporting
Refinishing
Ceramics
Home Sewing
Auto Electrical System and Tune-Up

TRAINING SERVICES TO BUSINESS AND INDUSTRY

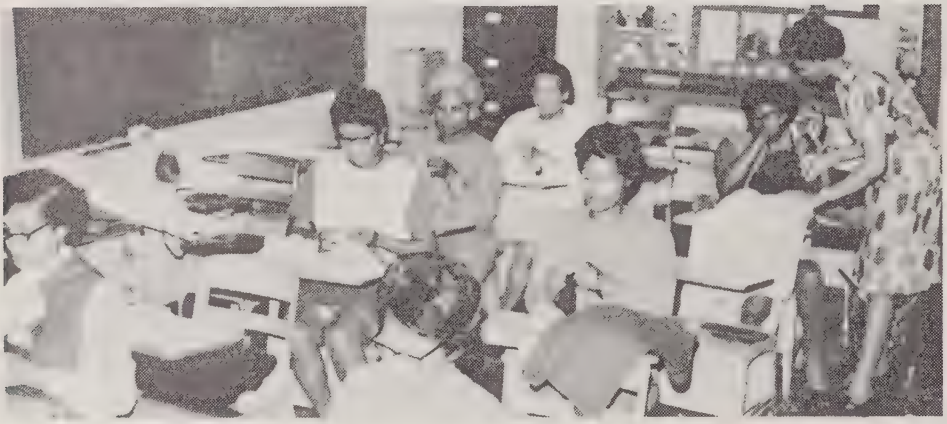
The Vocational Extension classes conducted by Roanoke-Chowan Technical Insitute are developed to fit the needs of industry and business and to provide training desired by employed individual of the area. Because of the flexibility of these programs, courses are tailored to specific group needs.

New programs are initiated as the need is indicated by surveys, interviews and upon request. Some examples of courses offered are:

Blueprint Reading
Mathematics for Machinists
Slide Rule
Automotive Electrical Systems

Basic Electricity
Residential Wiring
Pipe Welding
Brickmasonry

Industry is invited to make their needs known to the Director of the Extension Division.



FIRE SERVICE TRAINING

In order to maintain a good fire fighting department, we must have continuous up-grading of fire fighting personnel. Courses to train fire service personnel in the latest techniques and methods of fire fighting are provided through the Extension Division of the Institute. The Fire Service Training program provides training sessions in local fire departments. This allows the men to be trained as an organized group utilizing equipment that would oridnarily be used in controlling fires.

Fire Service classes include the following areas of study:

Forcible Entry
Rope Practices
Portable Fire Extinguishers
Ladder Practices
Salvage and Overhaul Practices
Fire Stream Practices
Fire Apparatus Practices
Ventilation
Rescue Practices
Protective Breathing Equipment
Firefighting Procedures

HOSPITALITY AND TOURISM EDUCATION

The Hospitality Industry is the third largest industry in North Carolina and affords many employment opportunities to the people of this state. Hospitality training programs are available through the institute. Training is provided for personnel in the motel, restaurant, service station, hospital, and retail businesses. Some of the subject areas covered are:

Human Relations
Communication
Sales Promotion
Hotel-Motel Law
Economics
Food and Beverage
Management and Service
Food and Beverage
Purchasing
Food and Beverage Controls
Supervisory Housekeeping
Maintenance and Engineering
Accounting
Front Office Procedure
Housekeeping Training
Waiter-Waitress Training
Service Station
Attendant Training

SUPERVISORY DEVELOPMENT TRAINING

The Supervisory Development program has been designed to provide instruction for supervisors at various levels of management to prepare them for advancement.

Classes available to supervisory personnel are:

Principles of Supervision
Job Relations Training
Science of Human Relations
Art of Motivating People
Economics in Business and Industry
Effective Communications
Effective Writing
Effective Speaking
Speed Reading
Work Measurement
Job Methods
Conference Leadership Training
Instructor Training
Creative Thinking
Industrial Safety and Accident Prevention
Industrial First Aid
The Supervisor in North Carolina
Job Analysis Training
Management Primer
Cost Accounting for Supervisors
Supervision in Hospitals

NEW INDUSTRY TRAINING

The creation of more jobs and better paying jobs in North Carolina by promoting the expansion of existing industries and by attracting new industries to the state was a major consideration in the original establishment of the industrial education centers. The Department of Community Colleges, working with the local institution, will develop and fund legitimate training programs, tailormade for each industry, to meet the immediate trained manpower needs when the plant, new or expanded, is ready to go into production. In the process of doing this, we will help the plant management develop a long-range training program of its own to meet those replacement and retraining needs that industry should and can be prepared to do for itself.

LEARNING
RESOURCES CENTER

LEARNING RESOURCES CENTER

The Instructional Resources Center is the area where materials and related equipment supportive of the institute's total educational program are housed and made available to students, to faculty members, and to the community.

The aim of the Resources Program, the nature of the student body, and the needs of the community, require that media be carefully selected, abundantly supplied, and continuously evaluated. Media is an all encompassing term and includes all types of printed and non-printed materials with related equipment.

LEARNING LABORATORY

The Learning Laboratory has a five-fold purpose. Its primary function is to prepare students for high school certificates. Its secondary function is to prepare high school graduates for entrance into institutes of higher learning. The third function is to offer occupational improvement. The fourth function is to offer curricula courses for credit in diploma or degree programs, and its fifth function is to offer remedial type programs to those students having a need for remedial work to prepare them to enter curricula programs.

Practically every academic skill or subject that is taught from elementary school level through early college is being offered by the laboratory. All courses are self-instructional, commonly referred to as programmed materials.

Persons interested in participating in the Learning Laboratory, after an initial interview, are provided study materials starting at a point in keeping with their achievement level and are able to progress from there. Students may elect study times adjusted to their own convenience, and schedules in the laboratory will be in operation on a schedule adjusted to needs of participants.

Programmed material is designed in a manner to aid the student in learning information in small sequences called "Frames." By pursuing this method, each individual is in competition only with himself. There are no specific assignments and no specific test days. The learner may progress as rapidly as he can or as slowly as he feels is necessary. There are qualified counselor-coordinators on duty at all times to advise and assist students and to acquaint them with their particular programs. The Learning Laboratory now has more than 200 different programs and is consistently engaged in adding newer and better programs. There is no charge for study in the Learning Lab.

LIBRARY

Your success as a student at Roanoke-Chowan Technical Institute will depend to a great extent on your ability to make an efficient and profitable use of books, magazines, newspapers, and other library materials in your work from day to day. The library contains a collection of more than 7,200 books and cataloged pamphlets and receives over 45 periodicals and four daily newspapers. New titles are being added constantly. The open-shelf system is used and students are encouraged to browse and use the reading room as a quiet place to study.

In addition to the general circulating collection, the library has a reference collection which contains dictionaries, encyclopedias, almanacs, yearbooks, handbooks, and miscellaneous materials. Although most of the materials in the library are primarily related to the programs offered by the Institute, there is a small, but fairly representative supply of materials in other fields of knowledge.

Students receive an intensive course in the use of the library materials as a post-orientation to the school.

AUDIO VISUAL

The Instructional Resources Center houses globes, maps, filmstrips, films, tapes, recordings, slides, transparencies, and other forms of communication. It also houses and distributes the equipment necessary for the use of these materials. Movie projectors, filmstrip projectors, opaque and overhead projectors, record players, tape recorders, and other audio visual equipment are provided and scheduled by the Center.

ROANOKE-CHOWAN TECHNICAL INSTITUTE
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